

## Position Description

<b>Job Title:</b>	RSI – Literacy Associate	<b>Revision Date:</b>	5/3/21
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Grace Cannon
<b>Hourly Rate:</b>	\$14.25 - \$15.00	<b>Application deadline:</b>	Until Filled
<b>Position Type</b>	Temporary/Seasonal Employment; Three (3) Months in Duration		

### Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity, and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all our residents have the opportunity to reach their potential.

### Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at [www.phila.gov/parksandrec](http://www.phila.gov/parksandrec), and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

### Position Summary

This Recreation Specialty Instructor will serve as a Literary Associate to coordinate and support the implementation of PPR's Literacy Enhanced Camps and PlayStreets Initiative. This initiative will span 30 PlayStreets and five summer camps, focusing on light-touch literacy and playful learning. The Literacy Associate will instruct and organize playful learning recreation activities as well as plan and schedule literacy enhanced recreation activities. Two positions are available.

The successful candidate will be able to work outside in varied weather conditions, will possess a valid driver's license, and will have access to a reliable vehicle. One position will be assigned to a Recreation Center and one position will drive to multiple recreation centers as needed.

Completion of a CPR and a First Aid program and possession of a current CPR and First Aid certification at the time of application and during tenure of employment required.

### Essential Functions

- Support and create literacy-rich and playful learning activities at PPR summer camps.
- Attend literacy and playful learning training from the Free Library of Philadelphia and Fab Youth Philly with Temple Infant Child Labs
- Support fellow employees with learning and play literacy-based games
- Train and rehearse with recreation and social groups for exhibits, festivals or shows
- Organize and conduct competitions and related activities.
- Prepares students materials for exhibitions, festivals or shows; organizes and conducts competitions and related activities.
- Plan field trips and accompany participants
- Prepare course material for presentations
- Assist in the promotion of scheduled classes
- Prepare records and reports on attendance, attitude, and progress of recreation activities
- Determine supply type and related quantities for various projects, place orders as needed
- Support participants with literacy survey tool
- Perform related work as required

### Competencies, Knowledge, Skills and Abilities

- Knowledge of the methods and techniques used in instructing groups of children or adults
- Knowledge of the sources of information and literature in early literacy and playful learning
- Knowledge of public recreation objectives
- Strong written and verbal communications; ability to write emails, agendas, timelines, etc.
- Ability to organize, instruct, and motivate individuals and groups, and maintain order among recreation and social groups.
- Ability to maintain effective working relationships with participants, associates, and the general public
- Ability to work outdoors in varied weather conditions
- Knowledge of Philadelphia neighborhoods

### Qualifications (Education and Experience)

- High School Diploma or Equivalency (minimum)
- Bachelor's Degree in early childhood education or other degree with major coursework in education preferred
- 2 years' experience caring for and supervising children in a childcare center, school location, recreation facility, or social service agency
- 2 years' experience conducting and/or instructing classes or groups in early literacy
- Experience in early literacy programming, playful Learning, and literacy-based play desirable
- Valid PA Driver's license

**Additional Information**

- Successful candidates must be a city of Philadelphia resident as a condition of employment
- Interested candidates must submit a resume and cover letter to [Grace.Cannon@phila.gov](mailto:Grace.Cannon@phila.gov)
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to [faqpchr@phila.gov](mailto:faqpchr@phila.gov). For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>