



## Position Description

<b>Job Title:</b>	Recreation Specialty Instructor, Summer Camp Counselor	<b>Revision Date:</b>	4/30/2021
<b>Department:</b>	Philadelphia Parks & Recreation	<b>Hiring Manager:</b>	Anne Marie Dunne
<b>Hourly Rate:</b>	\$13.75/hr	<b>Application deadline:</b>	Open until filled
<b>Position Type</b>	Temporary/Seasonal Employment; Up to Six (6) 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 of 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

The Summer Camp Assistant (RSI) will be assigned to a Philadelphia Parks & Recreation neighborhood day camp, and will assist with daily operation and supervision of youth and junior staff. Camps operate out of City-owned parks, playgrounds, and recreation centers. PPR camps offer arts & crafts, sports, educational activities, games, field trips, and more for children ages 6-12.

All PPR summer camps have been modified to ensure compliance with the latest health and safety guidance. PPR programs follow Philadelphia Department of Health COVID safety protocols established to keep staff, participants, and the public safe.

### Responsibilities

## Position Description

- Organize daily activities for campers.
- Lead activities, such as crafts and art, by demonstrating various techniques and encouraging children to come up with ideas.
- Communicating with parents, providing updates where required and answering questions about the camp.
- Helping children follow camp rules, and enjoy their time at camp.
- Providing guidance, motivation and support to all campers and camp visitors.

### Competencies, Knowledge, Skills and Abilities

- Spanish speakers preferred.
- Strong interpersonal skills.
- Strong childcare skills and desire to work with children.
- Ability to motivate others.
- Ability to work well as part of a team.

### Qualifications (Education and Experience)

- Ages 18 and over can apply.
- Prior experience in recreation strongly preferred. camp counselor, teacher, or youth program coordinator.

### 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 [annemarie.dunne@phila.gov](mailto:annemarie.dunne@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>