

Position Description

Job Title:	Recreation Specialty Instructor, Program Assistant	Revision Date:	4/30/2021
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Anne Marie Dunne
Hourly Rate:	\$13.75	Application deadline:	Open until filled
Position Type	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, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

The Program Assistant (RSI) will be assigned to work at various recreation centers in a specified area of the city to provide summer programming support to site supervisors. Interested candidates must be available to work evenings and weekends as needed. Transportation is not provided.

All PPR sites have COVID-19 protocols in place to ensure compliance with the latest health and safety guidance. PPR programs follow Philadelphia Department of Health COVID safety guidelines established to keep staff, participants, and the public safe.

Responsibilities



- Assist site supervisor in building supervision.
- Assist site supervisors with opening and closing buildings.
- Providing additional staffing support to site supervisors as needed.

Competencies, Knowledge, Skills and Abilities

- Spanish speakers welcome.
- Deal tactfully and courteously with the public.
- Perform light manual tasks.
- Understand and follow oral and written instructions.
- Flexible schedule, with ability to work evening and weekend hours.
- Punctual and reliable.

Qualifications (Education and Experience)

- Ages 18 and over can apply.
- Prior experience in recreation strongly preferred.

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- **Interested candidates must submit a resume with relevant experience and contact information to 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. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>