

Position Description

Job Title:	RSI – Summer Day Camp Assistant	Revision Date:	3/1/24
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Stephanie Gradel
Hourly Rate:	\$15.00	Application deadline:	
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 Recreation Specialty Instructor (RSI) position will be assigned to support the Summer Day Camp Program in various recreation centers and playgrounds throughout the city of Philadelphia.

This position is subject to the provisions of the Child Protective Services Law and the following background checks are required:

- PA Childline Clearance
- PA Criminal Background Check
- FBI Fingerprint Clearance

The Summer Day 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.

Responsibilities

- Directly responsible for supervision of program participants AT ALL TIMES, program operates at a minimum Monday through Friday from 9:00am-3:00pm, July and August
- Work with the Facility Supervisor to recruit youth participants, plan the curriculum (calendar of events), take daily attendance and implement all program activities.
- Must be present and assist during specialist instructors' visits as well as any other guest visitors/presenters.
- Complete all related paperwork & computer work, submit to Facility Supervisor to honor ALL DEADLINES.
- 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

- Ability to support and coordinate tech-enabled public programming
- Ability to work with youth and adult populations in a recreation, education, or community-based programming environment
- Strong customer service and interpersonal skills
- Strong problem-solving skills
- Proficient with basic computer use and various technologies
- Ability to maintain a professional demeanor when dealing with co-workers and Citizens
- Ability to organize, prioritize and carry out office work with minimal supervision
- Proficiency in Microsoft Office Applications
- Strong organizational and interpersonal skills
- Ability to work independently
- Ability to use good judgement in a variety of situations

Qualifications (Education and Experience)

- High School graduate, Vocational School graduate or GED.
- Sufficient experience equivalent to two years of paid experience conducting and/or instructing classes or groups of children in educational or recreational activities.
- Demonstrated customer service skills in dealing with internal and external customers
- Current First Aid and CPR Certification Card, valid through June of the current school year, Fire Safety training certificate and Mandated Reporter training certificate.

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 Stephanie.Gradel@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>