

Position Description

| | | | |
|----------------------|---|------------------------------|---------------|
| Job Title: | C2L PHL Worksite Monitor | Revision Date: | March 1, 2024 |
| Department: | Philadelphia Parks & Recreation | Hiring Manager: | Joseph Brogan |
| Hourly Rate: | \$16.00 - \$20.00/hour (experience-based) | Application deadline: | April 5, 2024 |
| Position Type | Temporary/Seasonal Employment; Approximately 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 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

Each summer Philadelphia Parks & Recreation hires hundreds of youth to work at local recreation centers through the C2L PHL Philadelphia Program. Youth may assist with summer camps, sports leagues, clerical or maintenance duties. Worksite Monitors are responsible for overseeing the administrative aspects for the C2L PHL youth program as well as serve as a liaison between youth and Parks & Recreation staff. This includes the distribution and collection of various paperwork, working with PPR staff and youth workers to resolve issues, and working to ensure youth workers successfully complete required projects.

Several Worksite Monitor positions are available at multiple recreation centers throughout the Philadelphia area within a given region. Employment dates are early-June through mid-August. Interested candidates must be available to work from Monday-Friday, 9AM-5PM for a total of 35 hours per week. Some evenings may be necessary. Must be able to work for the full term of employment.

Responsibilities

- Visit each assigned site 2-3 days per week, to observe and ensure that youth are performing their job duties in a satisfactory manner.
- Collect time entry or payment entry to ensure correct and accurate youth payment. Enter data into spreadsheet or database.
- Work with recreation site supervisors to gauge the work performance of assigned youth.
- Document instances of outstanding or underperforming work.
- Work with site supervisors to resolve any cases of poor performance.
- Deliver materials from main office to youth at assigned sites.
- Assist youth with assigned project, to be completed by the end of the program.
- Meet with program director weekly to provide update on youth performance and review any problems or concerns.
- Inspect facility to verify designated information is on display.
- Attend trainings, workshops and orientations as scheduled.
- Assist with special programs as directed.
- Perform related work as required.

Competencies, Knowledge, Skills and Abilities

- Knowledge of the methods and techniques used in instructing groups of youth.
- Knowledge of public recreation best practices
- Ability to organize, instruct and motivate individuals and groups, and maintain order among recreation and social groups.
- Ability to communicate both orally and in writing
- Ability to maintain effective working relationships with participants, associates and general public.
- Ability to record data and create various types of reports
- Ability to work independently
- Ability to adhere to deadlines

Qualifications (Education and Experience)

- Education equivalent to completion of the twelfth school grade; 1-year college-level coursework preferred
- 1-year relevant work experience preferred
- Completion of forms for PA State Police Criminal background, PA Department of Public Welfare Childline and FBI clearance. Do not send in for clearances. Must submit through the Parks & Recreation Department
- Ability to physically perform the duties and to work in the environmental conditions of a position in this class.
- **Use of Personal Vehicle is required** (documented mileage to be reimbursed)

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 Christine.Rad@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>