



## East Pennsboro Township 2020 SEASONAL JOB DESCRIPTION

**Job Title:** Leader

**Department:** Recreation

**Reports to:** Supervisor & Recreation Coordinators

**Shifts:** M-F, 8 hrs, 8am-5pm (Day Camp)

M-F, 3 hrs, 9am-12pm (Playground)

**Classification:** Seasonal

**Division:** Summer Program

**Duration:** 9 Weeks (Day Camp)

6 Weeks (Playground)

**Hourly Wage:** \$9.50-\$11.50

The primary responsibility of the Day Camp and Playground Leader is to provide a safe and fun environment for the children of East Pennsboro Township during the summer. The Leader is responsible for program planning (arts & crafts, games and activities), implementing and delegating tasks to Counselors. The Leader communicates any problems with staff or children to Coordinator and parents/guardians.

### **Essential Duties and Responsibilities:**

- Plan, direct, delegate and supervise activities for groups of children to benefit all participants
- Emphasize concepts of fair play, good sportsmanship and respect for others
- Possess and maintain an appropriate and professional appearance and attitude on the job
- Maintain work area in a neat, clean, and orderly fashion
- Be safety conscious. Realize the inherent danger of all activities and surroundings
- Reward appropriate behavior and deter inappropriate behavior with children
- Develop and maintain a positive working relationship with fellow staff. Communicate effectively
- Demonstrate respect for authority by personally adhering to all policies and procedures

### **Required skills and Qualifications:**

- Interest in working with children in a professional setting
- Ability to communicate effectively while enforcing Recreation Department's policies and procedures
- Ability to understand and successfully complete instructions with minimal supervision
- High moral character - diplomatic and mature judgment qualities
- Ability to complete the Department of Human Services required screenings for individuals working with children in summer programs: Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Record Check, and Federal Bureau of Investigation Criminal Background Check (Must be completed and passed by all candidates offered employment prior to first day on the job with children)

### **Preferred Skills and Qualifications:**

- Experience supervising children one-on-one, or in groups
- Mandated reporter training completed within last three years
- Valid PA State Drivers License with clean driving record per PennDot DOT regulations
- Ability to complete the American Red Cross Community First Aid and Safety certification and become familiar with basic emergency practices and services in the community

Please submit completed applications  
to: East Pennsboro Township  
Recreation Department  
[Recreation@eastpennsboro.net](mailto:Recreation@eastpennsboro.net)  
98 South Enola Drive  
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 102.