



Northern Lehigh Recreation Authority

125 S. Walnut Street

Slatington, PA 18080

Phone: (484) 633 - 0093

NLRecAuthority@Gmail.com

www.NorthernLehighRec.org

www.facebook.com/NorthernLehighRec

JOB DESCRIPTION

Position: Summer Rec Instructor
Opens: 3/25/2019
Closes: 06/1/2019
Compensation: \$8.00 per hour
Employment Dates: Monday through Friday @ Slatington Elementary/Peters Elementary Schools
June 17th – August 2nd
Two Shifts Open - 9:00am to 1:00pm / 9:00am to 4:30pm
Orientation Days – June 13th and 14th - exact times/locations TBD

SUBMIT YOUR COMPLETED APPLICATION TO: Attn. Recreation Director, 125 S. Walnut Street, Suite 260, Slatington, PA 18080 or via email to NLRecAuthority@gmail.com

GENERAL PURPOSE

To direct athletic, teambuilding and arts and craft activities for children at an assigned site in the Northern Lehigh Rec Summer Playground Program.

SUPERVISION RECEIVED

Works under the supervision of the assigned Summer Rec Supervisor and/or Northern Lehigh Recreation Executive Director.

SUPERVISION EXERCISED

Supervises playground participants between the ages of 6 - 15.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Work closely with Summer Playground Program supervisors and manager to facilitate the overall program plan.
- Help prepare comprehensive weekly schedule of activities and submit them to the assigned playground supervisor.
- Meet the attendance requirements of the position, which calls for a work schedule Monday - Friday from 9:00am – 1:00pm.
- Provide quality and effective customer service
- Direct and lead activities such as; games, athletics, field trips and arts and crafts on the playground.
- Attend staff meetings and in-service training and orientation requirements.
- Registration of all playground participants and daily attendance tracking.
- Daily inspection of the grounds and all playground amenities followed by reporting any issues to the assigned supervisor.
- Care of all sports equipment, arts and craft supplies and all other related equipment
- Report the number of present participants to the assigned supervisor for daily lunch allocation.
- Performs related work as may be required.

MINIMUM QUALIFICATIONS

Education and Experience:

(A) High school education preferred. Although not required, applicants who have completed one year of college and show an interest in a related field will be strongly considered. Related fields of study may include, Parks and Recreation, Education, Kinesiology and Social Work.

(B) Ability to become CPR and First Aid certified.

(C) **All instructors are required to obtain** the Child Abuse, Criminal History and FBI clearances which can all be applied and paid for electronically at the cost of the applicant. The FBI clearance also requires a fingerprint submission. All necessary instructions and links to apply for these clearances can be found at

<http://www.dhs.pa.gov/provider/childwelfareservices/childabusehistoryclearanceforms/>

The mission of the Northern Lehigh Recreation Authority is to provide a diverse range of educational & recreational programs and activities that promote a strong sense of community



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Necessary Knowledge, Skills and Abilities:

- (A) Ability to exercise strong customer service skills.
- (B) Ability to work independently.
- (C) Ability to deal with and interact with the public appropriately
- (D) Ability to keep and organize detailed records.
- (E) Interact effectively with school age children, teachers and principals.
- (F) Communicate effectively both verbally and in writing with individuals in or involved with the Summer Playground Program.
- (G) Exercise sound judgment and flexibility.
- (H) Ability to understand and follow moderately complex oral and written instructions.
- (I) Ability to prioritize work assignments, handle multiple tasks and projects, resulting in work being performed in the most efficient and timely manner.
- (J) Excellent problem solving and conflict resolution skills.

Tools & Equipment Used

Requires daily use of sports equipment and arts and craft supplies.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is constantly required to be on their feet in an active environment. Performs work outdoors in various weather conditions. Must have stamina to occasionally stand and walk for a minimum of five (5) hours. The employee must occasionally lift and/or move up to 40 pounds. Employee should possess a valid Pennsylvania driver's license or have the ability to arrive on-time.

Selection Guidelines

Candidates may be required to attend an in-person oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.



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Instructor Application

Thank you for your interest in Northern Lehigh Recreation!

Name _____

Home Phone _____ Cell Phone _____

Address _____

City _____ State _____ Zip _____

Position Applying For: _____

Emergency Contact _____ Phone _____

HOURS AVAILABLE (Please check appropriate boxes)

	MON	TUE	WED	THU	FRI	SAT	SUN
DAY HOURS							
EVENING HOURS							

EDUCATION & TRAINING

	Training	High School	College/University	Graduate
School Name & Address				
Highest Grade Completed				
Diploma/Degree Course of study				
Specialized Skills/Training				

REFERENCES

Provide two names and telephone numbers for personal references who are not related to you



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EMPLOYMENT EXPERIENCE

May we contact your present employer? YES NO

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Company Name: _____ Address: _____

Dates Employed: _____ Supervisor's Name: _____

Position Title and Description of Duties:

Terms and Conditions

I wish to provide my services to the Northern Lehigh Recreation Authority (hereinafter referred to as the "NLRA"). In consideration of the NLRA providing me with the opportunity to instruct activities and intending to be legally bound hereby, I waive, release, and forever discharge the NLRA and its directors, officers, members, employees, and agents from any and all liability, causes of action, suits, proceedings, damages, judgments, claims and demands whatsoever arising out of my participation as a NLRA instructor or in any NLRA related activity. Moreover, I am aware that there are inherent risks of injury to myself, my property and third parties arising from such activities and I voluntarily assume all such risk and damage arising therefrom, and intending to be legally bound hereby, will hold the NLRA and its agents, servants, and employees harmless from any and all liability, actions, causes of action, claims and demands of every kind and nature whatsoever which I now have or which may arise out of or in connection with my services. I understand that representatives of the NLRA or the news media may occasionally take photographs or shoot film footage of any and all programs and I give my permission for my image to be used by the NLRA in occasional publicity materials.

Applicant Signature

Date