

# **DOWNINGTOWN AREA RECREATION CONSORTIUM**

114 Bell Tavern Road, Downingtown, PA 19335 Phone 610-269-9260 email: [darc@kennett.net](mailto:darc@kennett.net)

## **SUMMER PLAYGROUND ASSISTANT LEADER JOB DESCRIPTION**

**JOB TITLE:** PLAYGROUND ASSISTANT LEADER (*ages 16 to 20*)

**DEPARTMENT:** RECREATION      **REPORTS TO:** PLAYGROUND LEADER &  
ASSISTANT DIRECTOR

**LOCATION:** DARC Main Office - 114 Bell Tavern Road, Downingtown, PA 19335  
Playground Sites - various schools & parks in the DASD

**COMPENSATION:**            \$7.15/hour base rate for Assistant Leaders  
(*higher depending on years of service*)

**PURPOSE:** To assist the Playground Leader in the coordination of the Summer Playground Program. The regular camp hours are 9:00AM to Noon, Monday thru Friday. Responsible for the planning, promoting, organizing and administrating of comprehensive indoor and outdoor playground activities. Help in the development of a balanced schedule of events to supplement the activities planned by DARC. Everyone is asked to do a variety of tasks on a daily basis: preparing crafts, organizing games, setting up supplies, interacting with the children, and being a positive role model.

### **JOB RESPONSIBILITIES:**

1. Attend and participate in pre camp training programs and staff meetings as scheduled.
2. Report to work and be prepared to receive the participants at the daily starting time. A check in and out procedure will be followed by parents or guardians requiring them to sign their child(ren) in and out each day. Report any children that are not on the weekly attendance sheets to the DARC Office to verify their enrollment status.
3. Supervise participants and facilities at all times.
  - a. Maintain supervision of the entire facility and enforce all camp rules and regulations. ***Keep the areas safe and clean at all times.***
  - b. Maintain discipline. Refer any problem that you cannot resolve or that are recurring to the Leader.
  - c. Assist the site Leader with the filling out of necessary disciplinary action forms and submit them to the Director within 24 hours of occurrence.
4. Plan, demonstrate, teach and lead a balanced weekly program schedule. DARC will provide the theme of the week calendars and supporting activities, but the Leader, Assistant Leaders, and Counselor's in Training are responsible with planning other activities each and every day. Be prepared by planning rainy day activities that ***do not*** include the use of a TV/VCR.

5. Assist in keeping an accurate inventory of all supplies and equipment.
  - a. Maintain an inventory of all supplies and equipment.
  - b. Meet with the Leader to make sure requisitions for further supplies and equipment are turned in at least a few days prior to the activity.
6. Complete and turn in all written reports/forms as required on time.
  - a. Time Sheets – due every two weeks (*every other Friday*)
  - b. Attendance Sheets – due at the end of each week
  - c. Supply List – due one week before time needed
  - d. Accident & Incident Forms – due within 24 hours of the incident
  - e. Program Evaluation – due at the end of the season
7. Promote a teamwork environment among the staff members.
8. Work with the other Leaders, Assistant Leaders, and Counselor's in Training to develop effective leadership skills, organizational skills, discipline &/or control of the children and situations, etc.
9. Assure the proper maintenance of the facility and that the structures, areas, and equipment are always in clean and safe condition. Report any areas of concern and/or damage that may have occurred as soon as possible.
10. Attempt to instill in the participants a sense of respect for each other and the property through the activities and your actions as an example or role model.
11. Perform other duties as assigned by the Leader, Assistant Director &/or the Director.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

\* Ability to understand, remember, and follow oral and written instructions.

\* Ability to work independently without constant supervision.

\* Ability to learn and perform new tasks and show initiative to perform new tasks without direct supervision.

\* Ability to establish and maintain harmonious relations with the public and all employees.

**MINIMUM QUALIFICATIONS:**

**Age:** Must be at least 16 years of age.

**Experience:** Leadership role with school age or pre school age children, e.g. scouting, coaching, bible school, etc. Experience with arts & crafts, sports, music, and/or team building activities would be beneficial.