

TOWNSHIP OF LOWER MERION

JOB POSTING

TITLE: Part-Time Adult Special Recreation Coordinator
Department of Parks & Recreation
Saturdays and/or Sundays
(6-8 hours per weekend)

RATE: \$15 - \$20 per hour (Dependent upon Qualifications)

SUMMARY:

This is a position of considerable responsibility. The employee in this position is responsible for developing and implementing plans for trips from April through December. This position is also responsible for supervising, motivating and caring for the safety and well-being of participants and staff.

SUPERVISION RECEIVED:

Works under the general direction of the Recreation Program Coordinator, the Recreation Supervisor and ultimately the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS:

Meet with the Recreation Program Coordinator to develop plans for trip locations to meet the social needs of the participants.

Supervise and interact with the program participants during the scheduled trips.

Supervise Program Counselors during scheduled trip.

Transport participants to the scheduled trip locations and return them to their homes using the Township passenger van or mini bus, depending on registration.

Check all activity areas for foreseeable hazards.

Maintain proper discipline at all times.

Utilize activity time in an effective manner.

Teach individual life skills in a group setting.

Maintain proper reports as required.

Demonstrate an ability to work with the participants, their families and co-workers.

Maintain regular communications with the Recreation Coordinator and Recreation Supervisor.

Demonstrate proficiency when performing emergency protocol.

Assume responsibility for all equipment assigned.

QUALIFICATIONS:

Previous experience and working knowledge of instructing adult participants with special needs.

High school diploma or equivalent.

Valid Class C driver's license required. Valid Class B driver's license with passenger endorsements and previous driving experience preferred.

CPR certification preferred, not required.

Ability to establish and maintain effective working relationships with superiors, associates, members of the community, and the general public.

Good organizational skills.

Ability to convey information in a clear and concise manner.

Ability to work well with all age groups.

Ability to handle difficult situations in a diplomatic manner.

Ability to think clearly and effectively under pressure.

Ability to solve problem swiftly and effectively.

Ability to enforce all of the rules and regulations.

Flexibility with work schedule.

Knowledge of area events that that would appeal to the program's participants.

PHYSICAL REQUIREMENTS:

Ability to stand, sit, walk, and run at all levels.

Ability to lift and carry up to 10 pounds of equipment.

Ability to reach, bend, kneel, crouch, constantly throughout the workday.

Ability to drive automotive equipment and handle vehicle controls.

Ability to work in all weather conditions.

SELECTION:

Based on education, work experience, merit, training, employee record, testing and interview.

HOW TO APPLY:

Current Employees: Submit application in writing on Job Vacancy Bid form with resume if applicable.

External Applicants: Employment applications can be downloaded from www.lowermerion.org – employment opportunities.

Send application to: Human Resources Department
75 E. Lancaster Avenue, 2nd Floor
Ardmore, PA 19003
Or email: humanresources@lowermerion.org