

# TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA  
1775 WELSH ROAD  
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

## JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Playground Leader  
DEPARTMENT: Recreation Department

### SUPERVISED BY:

This position is supervised by the **Park and Recreation Director**. The Park and Recreation Director has the authority to comment and evaluate the Playground Leader position. Comments are made through verbal and written instructions and by physical demonstration, as necessary.

JOB IS: Part-time, Temporary

WORK SCHEDULE: Hours vary; Monday - Friday  
SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor.

DATE COMPLETED: September 28, 1998  
EFFECTIVE DATE: June 1, 2012  
UPDATED: May 17, 2011  
March 20, 2012

### PURPOSE OF THE POSITION:

The purpose of the Playground Leader position is to organize and lead activities for children ensuring safety for all.



## MINIMUM REQUIREMENTS TO HOLD THIS POSITION:

### Required Ability to Use / or / Learn to Use and Operate the Following:

- Standard office equipment
- Standard equipment/tools/machines/vehicles, typically used in a municipal recreation department
- Required background check necessary to ensure the individual's ability to work with children
- Required CPR training
- Required Sexual Abuse training

## ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:

### Essential Abilities To:

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior
- Read labels and written instructions which are typically in English
- Request assistance when appropriate
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operation of equipment, tools, and machines
- Respond to inquiries and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

**Essential Tasks/Responsibilities:**

- Leaders shall speak and act in a professional manner, setting a good example for the children they are leading, by their actions and dress. Leaders shall not use profane language and signs. Clothing must be acceptable playground attire, T-shirts and shorts or jeans, sneakers and socks. No smoking allowed on playgrounds.
- Leaders shall keep a daily attendance record.
- A leader must accompany children to away events.
- At least two leaders should be on the playground during open hours, unless previously approved by Director. Playgrounds shall be opened and staffed during stipulated hours. Closing shall be noted well in advance – also notify parents.
- Leaders shall carry out daily schedule of events planned a week in advance with approval of Director.
- Leaders shall execute craft activities.
- Leaders shall not receive vacation pay or holiday; the Director decides rain closings.
- Leaders shall work out schedule with Director:
  - Director must be notified in the event of illness or requested day off
  - Leaders are paid only for hours worked
- Time cards must be submitted to and approved by the Director according to the bi-weekly pay schedule. Time cards must be at the office by 9:00AM Monday.
- Leaders are responsible for keeping the play lot and buildings litter free and taking care of all equipment. Be certain trash containers are emptied frequently. Pets are not allowed on playgrounds and leaders shall enforce this rule.
- Leaders shall secure storage area and buildings at the end of the day, by locking doors and turning off lights. Report any loss of keys to the Director. **IT IS UNLAWFUL TO DUPLICATE KEYS.**
- Problems on playgrounds shall be referred to the Director.
- Leaders shall promptly report incidents in writing on Township approved forms
- Leaders shall execute scheduled events on the playgrounds to include one major activity per week, also schedule arts and crafts times.
- Perform other related duties as required by the Park and Recreation Board under the direction of the Park and Recreation Director.

## PHYSICAL DEMANDS OF JOB

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

IA. In a 5 hour workday, this job requires the physical ability to CONTINUOUSLY:

- A) Sit for up to: 4 hours
- B) Stand for up to: 4 hours
- C) Walk for up to: 4 hours

IB. During an ENTIRE 5 hour workday, this job requires the physical ability to:

- A) Sit for up to: 4 hours
- B) Stand for up to: 4 hours
- C) Walk for up to: 4 hours

IIA. Job requires the physical ability to LIFT:

- A) Up to 40 pounds occasionally

IIB. Job requires the physical ability to CARRY:

- A) Up to 40 pounds occasionally

III. Job requires the physical ability to use hands for repetitive actions such as:

Simple grasping and fine manipulation

IV. Job requires the physical ability to function in activities involving:

- A) FREQUENT: Bending, squatting, reaching, being around moving machinery, exposure to marked changes in temperature and humidity, exposure to dust, fumes, and gases, noise

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Note:

Complete the following ONLY if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed): \_\_\_\_\_

My Name (Printed): \_\_\_\_\_

My Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_