



Job Title: Recreation Program Assistant
Department: Parks & Recreation
Reports to: Recreation Program Coordinator
Shifts: M-F

Classification: Seasonal
Division: Programming
Duration: Seasonal
Hourly Wage: \$14/hour

Position Overview:

The Recreation Program Assistant is a seasonal, entry-level position responsible for supporting the delivery of day camps, youth sports, and recreational programming for children in the City of St. Marys. Under the direct supervision of the Recreation Program Coordinator, this position assists with planning, leading, and supervising safe, engaging, and age-appropriate recreational activities in both structured and free-play settings.

Recreation Program Assistants play a key role in creating a welcoming, inclusive, and positive environment while ensuring participant safety, program quality, and adherence to departmental policies.

Essential Duties & Responsibilities

Program & Activity Support

- Assist in planning, leading, and supervising daily recreational, educational, and athletic activities for children participating in day camps and youth sports programs.
- Lead games, crafts, sports activities, and group initiatives that promote teamwork, creativity, and physical activity.
- Facilitate free play while maintaining appropriate supervision and engagement.
- Model positive behavior, good sportsmanship, inclusiveness, and respect at all times.

Participant Supervision & Safety

- Supervise campers to ensure a safe, supportive, and enjoyable experience.
- Monitor participant attendance, behavior, and well-being; address minor issues appropriately and escalate concerns to the Recreation Program Coordinator when necessary.
- Respond promptly and calmly to injuries, incidents, or emergencies in accordance with department procedures.
- Complete required incident, accident, and attendance reports accurately and on time.
- Remain alert to potential safety hazards and proactively manage risk.

Facility, Equipment & Administrative Support

- Assist with setting up, breaking down, and maintaining program spaces, equipment, and supplies.
- Maintain cleanliness and organization of program areas and equipment.
- Distribute materials, manage basic paperwork, and support daily program logistics as assigned.



Teamwork & Communication

- Work collaboratively with fellow Recreation Program Assistants and supervisory staff.
- Communicate effectively with participants, parents/guardians, and staff in a professional and courteous manner.
- Address camper concerns and refers unresolved issues to the Recreation Program Coordinator.
- Uphold all departmental policies, procedures, and expectations consistently.

Supervision

- This position reports directly to the Recreation Program Coordinator.
- All schedules, assignments, and performance expectations are provided by the Recreation Program Coordinator.

Required Skills & Qualifications:

- Currently enrolled in a PA Accredited University or college.
- Ability to follow instructions, work as part of a team, and complete assigned tasks reliably.
- Strong communication skills, sound judgement, ability to adapt, and demonstrate a strong interest in working with children.
- Valid Pennsylvania's driver's license with a clean driving record preferred.
- Ability to obtain First Aid and AED certification if required.
- Successful completion of all pre-employment clearances, including PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check.

Preferred Skills & Qualifications:

- Previous experience supervising children ages 4-13 in camps, sports, childcare, or educational programs.
- American Red Cross Community First Aid and Safety certification

Working Environment & Expectations:

- Primarily outdoor work—be ready to spend most of your time outdoors and tolerate varying weather conditions
- Ability to participate in and lead active games, sports, and water-based activities.
- Must be able to tolerate varying weather conditions and maintain engagement throughout program hours.

Application Process:

- Complete the application online (www.stmaryspa.gov) by submitting a resume with 3 professional references.



This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Individuals may be requested to perform job-related responsibilities and tasks her than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an individual be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the individual when possible.

Recreation Program Assistant Job Description Approved:

City Manager

Date