

SEASONAL EMPLOYMENT



CENTRE REGION PARKS AND RECREATION AUTHORITY

PROGRAM LEADER - 6 Positions Open

Centre Region Parks and Recreation (CRPR), an Agency of the Centre Region Council of Governments, is currently recruiting **Program Leaders**, to work at the Millbrook Marsh Nature Center on Puddintown Road in State College. This position works within the Millbrook Marsh Nature Center Operations, which is one of the Agency's regional facilities.



Program Leaders are part of the team that is responsible for providing experiential environmental education programming for individuals, groups, schools, and organizations. The job description follows this summary. This is an as-scheduled/needed position, typically part-time hours Monday-Friday; additional evening/weekend hours will be available. The main season is mid-April through mid-August and applicants who are available for the full or partial season will be considered. Schedule is based on the program calendar; hours are flexible.

There is an hourly range of **\$15-\$16 per hour**. This is a non-benefited, seasonal position. The age minimum for Program Leaders is 18 years of age. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To apply, please download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email to crpr@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. Applications will be accepted until the position is filled. Returning employees must also re-apply for seasonal work each year. Equal opportunity employer. For a list of other open positions within Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS

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PROGRAM LEADER JOB DESCRIPTION

Job Title:	Program Leader	Status:	Seasonal (8-26 weeks)
Department:	Parks and Recreation	Classification:	Non-Exempt
Reports To:	Nature Center Supervisor	Grade:	Hourly

JOB SUMMARY

This position has an integral role in the Centre Region Parks and Recreation Millbrook Marsh Nature Center Division responsible for preparing and leading engaging, safe, mission-based experiential environmental educational programs for participants of all ages and abilities. These positions may involve program-related upkeep of materials and the facilities and assisting with Nature Center operations as defined below. Work will primarily be completed at Millbrook Marsh, local and state parks, and local schools. Program Leaders are expected to be committed to the mission, vision, and values of the Centre Region Council of Governments, Centre Region Parks and Recreation, and Millbrook Marsh Nature Center.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodations.

- Be familiar with guided programs and able to facilitate these programs independently and with other program leaders.
- Assists with the preparation and facilitation of public programs and special events to encourage the use of the Center.
- Acts as the site host and educator for Nature Center Birthday Parties, with preparation and post-event work, as scheduled and approved by the Program Coordinator.
- Acts under the supervision of the Nature Center Supervisor and the Program Coordinator.
- Manages group dynamics, indoors and outdoors.
- Encourages and inspires participants to learn in a safe, fun, and stimulating environment.
- Assists with conflict resolution for individual and group disciplinary issues that may arise.
- Promotes camper participation in ALL activities.
- Exhibits good personal habits, maturity, health, dress, etiquette, and relationships with other staff and participants.
- Coordinates with volunteers.
- Knows and understands all emergency procedures associated with programs.
- Assists the Agency with interpreting the value of Millbrook Marsh Nature Center and upholding Agency policies.
- Adheres to Centre Region Council of Governments and Centre Region Parks and Recreation (CRPR) policies and procedures.

OTHER JOB FUNCTIONS

- Performs related duties as assigned.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- At least two (2) years completed toward a college degree, preferably related to Environmental Science, Education, and/or Recreation.
- Experience in planning and leading environmental education programs, environmental science, or related topics.
- Position requires a person with experience in working with younger children and leading activities.
- Leadership experience in educational or recreational settings.
- Experience in planning/conducting youth programs, as well as working with children and staff.

SPECIAL REQUIREMENTS

- Must be at least 18 years of age.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.

KNOWLEDGE OF

- Knowledge of proper safety practices and techniques.
- Knowledge of and ability to work effectively within the organizational and community structure.

ABILITY TO

- Ability to cooperate and communicate effectively with parents, staff, and the public.
- Ability to work without direct supervision.
- Ability to respond and assist the public professionally and courteously.
- Ability to think on your feet (creativity and enthusiasm are critical).
- Ability to plan and conduct programs for small and large groups of all ages.

Ability to plan work and establish priorities.SKILLED IN

- Oral and written communication.
- Troubleshooting and problem solving.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical and work environments described are representative of those that must be met by an employee to successfully perform the function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods of time, walk, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or

controls and reach with hands and arms.

- The employee is occasionally required to walk, sit; climb or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 25 pounds.

Work Environment

- Often a dirty work environment (situations in which workers or their clothing easily become dirty, etc.).
- Often must perform repetitive activities (performance of the same physically demanding activity).
- Often are exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Some work is performed in awkward or confining workspaces (conditions in which the body is cramped or uncomfortable).
- Some work is performed in areas with improper illumination (glare, inadequate lighting, etc.).

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____