

EAST LAMPETER TOWNSHIP

POSITION DESCRIPTION

TITLE: SUMMER PLAYGROUND ASSISTANT DIRECTOR

DEPARTMENT: PARKS AND RECREATION

GENERAL SUMMARY: Under the direction of the Summer Playground Director and Recreation Director, the Summer Playground Assistant Director supports the daily operation of the Summer Playground. This position assists the Director with leadership responsibilities, helps supervise counselors, supports development of activities, prepares materials, monitors safety, communicates with families as needed, and acts in the absence of the Summer Playground Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Assists the Summer Playground Director and Recreation Director in planning, organizing, and implementing a comprehensive and age-appropriate summer playground program.
2. Supports the Summer Playground Director by helping plan themes, drafting lesson plans, creating activity schedules, and organizing special event logistics (Director retains final responsibility).
3. Helps manage program resources, including organizing supplies, preparing materials, and distributing equipment to staff.
4. Assists in staff training, scheduling, and daily supervision of counselors.
5. Helps conduct staff orientation and contributes to ongoing training sessions.
6. Provides daily guidance, feedback, and support to counselors to promote effective teamwork.
7. Assists in overseeing day-to-day program operations to ensure safety, engagement, and smooth transitions between activities.
8. Enforces safety, health, and emergency procedures in accordance with Township and state regulations.
9. Monitors staff adherence to child-supervision guidelines and reports concerns to the Director.
10. Completes draft incident and accident reports and submits them to the Summer Playground Director for review.
11. Assists in managing routine camper behavior issues using appropriate strategies.
12. Acts as a secondary point of contact for parents, providing information and updates as directed by the Summer Playground Director.
13. Helps maintain communication with families regarding schedules, reminders, and program adjustments.
14. Collects and organizes attendance records, timesheets, inventories, and evaluations for the Director.

15. Supports Township promotional efforts by gathering photos, updates, and program highlights.
16. Ensures program areas are clean, organized, and properly set up each day.
17. Reports maintenance needs or safety concerns to the Summer Playground Director in a timely manner.
18. Helps gather feedback from staff, campers, and families to assess program effectiveness.
19. Assists with preparing components of end-of-season reports.
20. Contributes ideas for future programming based on observations and feedback.
21. Serves as acting director when the Summer Playground Director is absent.
22. Other Duties as Assigned.

JOB SPECIFICATIONS:

Education/Experience:

Coursework or experience in recreation, education, child development, or a related field preferred.

Experience working with children in a recreation, camp, or educational setting required.

Leadership or supervisory experience preferred.

Knowledge:

Basic understanding of child development and youth activity planning.

Familiarity with safety practices and emergency procedures.

Skills:

Strong teamwork, communication, and organizational skills.

Ability to take direction, lead small groups, and positively support staff.

CPR/First Aid certification (or willingness to obtain prior to program start).

Abilities:

Ability to take direction, as well as, motivate staff and participants.

Capability to assist in creating engaging activities and program plans.

Flexibility to adapt to changing needs and manage multiple tasks.

Strong interpersonal skills with children, families, and staff.

Physical ability to lift, carry, and set up equipment up to 25 lbs.

Working Conditions:

Work takes place both indoors and outdoors in varied weather conditions.

Requires standing, walking, lifting, and regular interaction with children and staff.

Typical schedule: Monday–Friday, 8:30 a.m.–1:30 p.m., with occasional extended hours for meetings or special events.

Licensing Requirements:

PA ACT-15 Clearances (must be obtained before the program begins).

Valid Pennsylvania driver's license preferred.

DISCLAIMER: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required to perform the job. The position description does not constitute an employment agreement and is subject to change by the Township when the needs of the Township and requirements of the position change.

REPORTS TO: Summer Playground Director and Recreation Director

SUPERVISES: Playground Counselors

DATE: December 2025