



The READING RECREATION COMMISSION is currently accepting applications for the **full- and part-time positions** described below:

Buildings and Grounds Custodian

\$12.00 per hour/30 hours per week; Hours may vary but typically 9:00 a.m. – 3:30 p.m./year-round. Responsible for general cleaning, maintenance, and upkeep of Reading Recreation Commission facilities and grounds. Oversee community service workers. Employees in this position may be assigned varied, routine maintenance tasks as needed. Must be friendly and reliable with a highly developed sense of responsibility. Bilingual abilities are a plus. Must be at least 18 years of age. Possession of valid Pennsylvania driver's license and a clean driving record required. Custodian or maintenance experience at the level of laborer or above. Education equivalent to a high school diploma or equivalent combination of experience, training, and education, which provides the required knowledge, skills, and abilities. Full job description available upon request.

2018 SUMMER SEASONAL RECREATION POSITIONS

Schlegel Pool lifeguards, Playground Leaders, Baseball, Soccer, and Softball coaches, Tennis Instructors, Snack Bar Workers, Rental Attendants, Ball field Rental Attendant Concession Stand Workers, and Front Desk Cashiers. Must be friendly and reliable with a highly developed sense of responsibility. Bilingual abilities are a plus. Playground Leaders must be high school graduates; applicants with at least one year of completed college preferred.

PLAYGROUND SUPERVISOR

Hourly rate \$12.00; 470 hours total; Position will be PT April – beginning of August (110 hours April – first week June; 40/week June – first week of August)

Self-directed and motivated individual needed to assist the Recreation Supervisor with the Reading Recreation Commission's summer playground program. Duties include arts and craft preparation, site visits, organizing field trips, assisting with special events, and other duties as assigned by Recreation Supervisor. Must have excellent organization and time-management skills. Preferred applicants will have at least two years of college education majoring in Education, Recreation or a related field and experience working with urban youth.

ASST. PLAYGROUND SUPERVISOR

Hourly rate \$10.00; 270 hours total

Position will be PT June – beginning of August (30 hours per week)

Self-directed and motivated individual needed to assist the Recreation Supervisor and Playground Supervisor with the Reading Recreation Commission's summer playground program. Duties include arts and craft preparation, site visits, organizing field trips, assisting with special events, and other duties as assigned. Must have excellent organization and time-management skills. Preferred applicants will have at least one year of college education majoring in Education, Recreation or a related field.

Applications for any of the above positions are available by visiting www.readingrec.org and clicking on "Job Opportunities" or at the 3rd and Spruce Recreation Center, 320 S. 3rd St. Reading, PA 19602. For further information, please call 610-655-6260. The Reading Recreation Commission is an E/O/E. All positions are subject to criminal background and child clearance checks.