



## TOWNSHIP OF ABINGTON

Human Resources  
Employment Opportunity Posting

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# INTERNAL & EXTERNAL POSTING

<b>DATE</b>	March 26, 2019
<b>POSITION – Seasonal</b>	P/T Site Coordinator – Summer Youth Meal Program
<b>DEPARTMENT</b>	Administration – Community Development
<b>HOURLY RATE</b>	\$10.00/Hour
<b>JOB DESCRIPTION</b>	See attached
<b>DEADLINE</b>	Open Until Filled

Applications are available at the Reception Desk in the Municipal Building. Completed applications must be returned by the application deadline, and no later than 5:00 PM, to Kristine Willard, Human Resources Coordinator. For additional information contact Van Strother at 267-536-1019.

**POSTING:** Administration  
Code Enforcement  
Community Development  
EMAP  
Engineering  
Finance  
Fire Department Headquarters  
Fire Companies (5)  
Highway  
Library  
Motor Vehicle Maintenance  
Parks (3)  
Police  
Receptionist  
Refuse  
Wastewater Treatment  
Township Website



## TOWNSHIP OF ABINGTON

### Job Description

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Department: Community Development

Position: Part-time Site Coordinator – Seasonal – Summer Youth Meal Program

Classification: Salaried/Clerical – Non-Exempt

Reports to: Director of Community Development

Supervises: None

**Purpose:** The primary purpose of this position is to provide the overall supervision of the entire on-site operations of the Summer Youth Meal Program which allows the Community Development Department to provide residents quality service while complying with the ordinances and other laws of the Township and Commonwealth of Pennsylvania. All work is completed in accordance with township ordinances, policies, procedures, practices, and other laws of the Township and Commonwealth of Pennsylvania. Assignments and supervision is received through the Community Development Director.

**Tasks:** Interacts pleasantly with residents, customers and the general public; The Site Coordinator shall have the knowledge of leadership techniques and methodology, skills in planning, organizing groups, and the ability to work harmoniously with children, youth, co-workers and the public Accountable and Responsible for the operation of the entire SYMP; Manage, direct and supervise the SYMP; Abide by Abington Township policies and procedures; Distribute meals and maintain a clean site; Inspect meal area, picnic benches, etc. for anything hazardous to children; Remove all dangerous objects from program area; Implement the program as directed by the Township; Organize and direct program participants; Provide constructive and exemplary leadership; Provide a safe working environment; Complete the Daily Meal Count Forms.

Interacts with department employees, the public, governmental, and Township officials in a courteous and professional manner at all times; operates office equipment; other related duties as necessary to support the Parks and Recreation Department.

**Job Standards (Minimum qualifications needed to perform essential functions):** Ability to understand and follow instructions; organize and prioritize work load efficiently and effectively; must be 17 years of age or older; Show understanding of children and youth; Understands youth behavior; Experience working with children; Strong communication skills. Must successfully complete all Child Background and Criminal Certifications and drug test; work well with others.

This is heavy work requiring the exertion of up to 80 pounds of force occasionally; and up to 40 pounds of force constantly to move objects; work requires reaching at waist level, and performing fine manipulation frequently; standing, walking, lifting, bending, crouching, kneeling, reaching at all levels occasionally; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinction in sound frequently; visual acuity (near vision frequently; mid and far vision, depth perception, color perception, and field of vision occasionally) for preparing and/or analyzing written or computer data, determining the accuracy and thoroughness of work and observing general surroundings and activities frequently; Withstand exposure to weather continuously; withstand exposure to wet



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conditions frequently. All work performed is to be mistake free and all interpersonal interactions with employees and the public is to be positive, collaborative, respectful and courteous.

Employee may be asked to perform other duties provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description and at a minimum, to the standards within this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. Management may ask the employee to perform other job-related duties.

**Required Skills, Knowledge and Abilities:** Employee performs tasks independently and often without direct supervision of each task, although employee will have regular contact with Community Development Director and other assigned Managers. Minimum age of 17; a demonstrated ability to work for more than one person; possess excellent organizational skills; ability to establish effective working relationships with department personnel, managers, contractors, residents, and the general public. Employee must be self-motivated with excellent verbal communication skills; ability to work under stressful conditions with frequent interruptions.

**Education and Experience:** Any combination of education and experience that results in employee achieving the functions of the job satisfactorily, with, as a minimum the age of 17.

**Job Location (Place[s] where work is performed):** The Abington Township Crestmont Park Clubhouse and various other locations within and outside Abington Township and as directed by supervisor.

**Equipment (Examples of machines, devices, tools, etc., used in job performance):** Pencil, Pins, clip board, paper towels, trash bags and keys.

*2019/PostingCommunityDevelopment/SummerYouthMealProgramDirector /PT*