

Position Description

Job Title:	C2L PHL Clerk	Revision Date:	December 1, 2023
Department:	Philadelphia Parks & Recreation	Hiring Manager:	Joseph Brogan
Hourly Rate:	\$17.00-\$19.00/hour (based on experience)	Application deadline:	March 28, 2025
Position Type	Temporary/Seasonal Employment; Approximately 6 Months in Duration		

Overview of City of Philadelphia

With a workforce of over 30,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

Agency Description

Philadelphia Parks & Recreation (PPR) advances the prosperity of the city and the progress of her people through intentional and sustained stewardship of over 10,200 acres of public land and waterways as well as through hundreds of safe, stimulating recreation, environmental, and cultural centers. PPR promotes the well-being and growth of the City's residents by connecting them to the natural world around them, to each other, and to fun, physical, and social opportunities. PPR is responsible for the upkeep of historically significant Philadelphia events and specialty venues, and works collaboratively with communities and organizations in leading capital projects and the introduction of inventive programming. To learn more about Philadelphia Parks & Recreation, visit us at www.phila.gov/parksandrec, and follow @philaparkandrec on Facebook, Twitter, Instagram, or Tumblr.

Position Summary

Each summer Philadelphia Parks & Recreation hires hundreds of youth to work at local recreation centers through the C2L PHL Philadelphia Program. Youth may assist with summer camps, sports leagues, clerical or maintenance duties. Administrative staff are responsible for overseeing the administrative aspects for the C2L PHL program as well as serving as a liaison between youth and Parks & Recreation staff.

C2L PHL Administrative positions are available at 1515 Arch Street at the One Parkway Building. Employment dates are March through August. Interested candidates must be available to work from Monday-Friday, 9AM-5PM for a total of 35 hours per week. Some evenings and weekends may be necessary. Must be able to work for the full term of employment.

Responsibilities



- Assist Program Coordinator and youth with navigating application process. Duties may include helping youth obtain and upload clearances, uploading vital documents, and completing online applications.
- Communicate directly with youth to troubleshoot application issues.
- Data entry for youth data and tracking of hours/trainings/benchmarks.
- Tracking and reporting payroll issues in a timely manner.
- Meet with program director/coordinator weekly.
- Attend trainings, workshops, and orientations as scheduled at field sites.
- Assist with distribution of materials.
- Assist with special programs as directed.
- Perform related work as required.

Competencies, Knowledge, Skills and Abilities

- Prior knowledge of youth based work programs or participation as youth in program.
- Ability to communicate both orally and in writing with colleges and members of the public
- Ability to maintain effective working relationships with participants, associates and general public.
- Ability to record data and create various types of reports
- Ability to work independently
- Ability to adhere to deadlines

Qualifications (Education and Experience)

- Education equivalent to completion of the twelfth school grade; 1-year college-level coursework preferred
- 1-year relevant work experience preferred
- Completion of forms for PA State Police Criminal background, PA Department of Public Welfare Childline and FBI clearance. Do not send in for clearances. Must submit through the Parks & Recreation Department
- Ability to physically perform the duties and to work in the environmental conditions of a position in this class.
- **Use of Personal Vehicle may be required** (documented mileage to be reimbursed)

Additional Information

- Successful candidates must be a city of Philadelphia resident as a condition of employment.
- Interested candidates must submit a resume and cover letter to Christine.Rad@phila.gov.
- The City of Philadelphia is an Equal Opportunity employer and does not permit discrimination based on race, ethnicity, color, sex, sexual orientation, gender identity, religion, national origin, ancestry, age, disability, marital status, source of income, familial status, genetic information or domestic or sexual violence victim status. If you believe you were discriminated against, call the Philadelphia Commission on Human Relations at 215-686-4670 or send an email to faqpchr @phila.gov. For more information, go to: Human Relations Website: <http://www.phila.gov/humanrelations/Pages/default.aspx>