

Anise Miller  
Human Resource Generalist  
Department of Human Resources  
Ext-7968

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**City of Chester**  
**Job Posting**

**Position Title:** Assistant Director Summer Food Program

**Organization Unit:** Parks & Recreation Department

**Reports to:** Director of Parks & Recreation

**Vacancy:** 1

**Summary:** Provides support to the Director of the Department of Parks, Public Property and Recreation in developing programs and activities for youth. The candidate will maintain a close working relationship with the Director while performing routine activities relative to the City's Summer Food Program.

**Duties include but not limited to:**

1. Administers policies and personnel assignments, must be able to communicate with the State of Pennsylvania relative the preparation of the Summer Food Contract;
2. Assists in hiring process by completing personnel forms, reviewing applications, and conducting interviews;
3. Recruitment of employees, maintaining accurate and updated employment records;
4. Appoint playground and park assignments relative to the Summer Food Program;
5. Ability to provide initial and ongoing training for sponsor and site personnel;
6. Ability to read and comprehend the Summer Food Specifications pursuant to the Notice to Bidders, Form of Proposal and other bid documents, proposed contracts and documents related thereto, General Conditions, Special Conditions, Technical Specifications and Drawings;
7. Ability to design forms for recordkeeping purposes. Ability to follow directions, good communication skills and the ability to follow the State guidelines relative to the Summer Food Program;
8. Review the meal counts submitted by sites for unusual meal count patterns
9. Maintain records of attendance records of staff, all accidents, illnesses, or suspected neglect/abuse in written form including date, child's name, nature of illness or cause of accident;
10. Ability to visit sites with Monitors;
11. Performs other duties consistent with the position assigned as may be requested by the Director.

**Minimum Requirements:**

1. Chester resident
2. High School Diploma 4-year experience working in youth related programs;
3. FBI/PA Child Abuse Clearance
4. Valid PA Driver's License and access to insured vehicle
5. Computer experience with knowledge in Microsoft Word and Publisher

**PHYSICAL ATTRIBUTES/DEMANDS:**

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Work requires the ability to sit, stand, bend, reach, and occasionally lift objects (0-15 lbs).

**WORK ENVIRONMENT:**

Work is performed indoors and outdoors

**CONTACT THE DEPARTMENT OF HUMAN RESOURCES AT 610-447-7700 EXT- 7968 FOR A JOB  
APPLICATION OR DOWNLOAD FROM THE CHESTER CITY WEBSITE AT  
WWW.CHESTERCITY.COM**