

Job Objective (Purpose of the position):

Directs and administers all Township recreation and leisure activities, and oversees all parkland and recreation facilities.

General Definition

This is an administrative position of above average difficulty. The Director of Parks and Recreation is responsible for enriching the quality of life by providing year-round leisure opportunities through diverse recreation activities, parks, and facilities that promote health, wellness and education inclusive of all residents of Springfield Township. This position is also responsible for coordinating seasonal maintenance activities and planning and implementing capital improvements at township parklands and recreational facilities.

Supervision Exercised

Exercises general supervision over, staff, instructors, seasonal hires, and coaches of township programs.

Supervision Received

Receives broad policy guidance and direction from the Township Manager.

Work Schedule

The employee in this position is required to work weekdays from 8:00AM to 4:30PM for a total of 37.5 hours per week. The employee is also required to attend the monthly meeting of the Parks and Recreation Advisory Committee, and any other committees and meetings that may be necessary to advance the department's stated mission. The employee is also expected to attend evening and weekend recreational programs and activities as needed to ensure their proper operation.

Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position)

- Prepare annual operating and capital budget for the Department of Parks and Recreation.
- Supervise the Program Coordinator who is responsible for planning and execution of Township recreation programs, sport leagues, bus trips and events.
- Plan regular maintenance and capital improvement projects for parklands and facilities in conjunction with the Public Works Department.
- Conduct bi-weekly property maintenance inspections for all parks properties, and indoor recreational facilities.
- Perform minor maintenance repairs within parklands and recreation facilities.
- Collaborate cross-functionally with Zoning, Engineering, Public Works, Library, Police, and Administration staff.
- Prepares and establishes department policies and procedures in conjunction with the Township Manager, according to policies set forth by the Board of Commissioners.
- Process and approve rental applications for parklands and recreation facilities, ensuring equitable access for athletic organizations, residents, and community groups.

Department: Administration**Job Category:** Officials & Administrators

- Serves as the administrative liaison to the Parks and Recreation Advisory Committee and any other special purpose or permanent committees that may be created by the Board of Commissioners to advance the department's mission.
- Recruit, hire, train, supervise, and evaluate the performance of department personnel and contractors.
- Oversee multi-year contracts and vendor relationships, optimizing performance and achieving high retention rates for long-lasting partnerships.
- Manage a multi-year master schedule for programs, events, meetings, grant applications and trainings.
- Directs, controls, and accounts for the expenditure of departmental funds in accordance with budget appropriations; assimilates and reviews financial records; prepares and revises budget proposal for the department.
- Inspects, inventories and purchases recreation equipment, fixtures, and supplies; writes and advertises bid specifications; reviews bids and recommends bid approval; maintains inventory of existing equipment, fixtures and supplies.
- Receives positive and negative feedback from the community through multiple forms of communication.
- Composes reports, correspondence, memoranda, flyers, and brochures; maintains files.
- Accesses, inputs, and retrieves data from computer.
- Supervise the use of digital communication accounts on Facebook, Instagram and digital email newsletter.
- Assist with aspects of capital projects including budget request, grant submittal, planning/design, Request for Proposal (RFP) and formal bidding.
- Plans and implements department public relations; responds to complaints; facilitates presentations to the public and community groups; writes articles and messages for submittal to township newsletter, newspaper and other electronic and social media to promote parks and recreation programs.
- Interacts with Township officials and employees, state representatives, outside agencies, and the public; cooperates with community groups to provide guidance, suggestions, and support of their recreation ideas; encourages co-sponsorship of projects.
- Attends meetings, seminars, workshops, and conferences.
- Drives vehicle to locations within and outside the Township; operates office equipment.

Essential Knowledge and Abilities

- Extensive knowledge of the philosophy, objectives, methods and equipment of organized recreation.
- Extensive knowledge of administrative methods and techniques required in developing and directing recreation programs and facilities for all residents.
- The ability to read and interpret Township policies and procedures and Parks and Recreation literature.
- The ability to communicate effectively in oral and written form.
- The ability to lead and motivate others.
- The ability to plan and work closely with others.

Department: Administration

Job Category: Officials & Administrators

Physical Demands

- The ability to sit, handle office implements frequently; repetitive fine manipulation.
- The ability to drive automotive equipment occasionally.
- The ability to stand, walk, lift, climb, balance, and bend occasionally.
- The ability to lift objects 25 to 50 pounds occasionally.
- The ability to withstand exposure to weather occasionally.
- The ability to use hands to finger, handle or feel.
- The ability to reach with hands and arms.
- Possess visual acuity (near vision continuously; mid and far vision, field of vision, depth perception, and color vision occasionally).

Minimum Education, Training and Experience Required

Graduation from an Accredited College or University with a Bachelor's Degree in Parks and Recreation or other closely related field, as well as three to five years experience in parks management and/or recreation programming. Employee must also maintain a valid Pennsylvania driver's license.

Certified Park and Recreation Professional (CPRP) preferred.

Job Location (Place[s] where work is performed)

Township administration buildings, park and recreation facilities; various locations within and outside the Township.

Equipment (Examples of machines, devices, tools, etc. used in job performance)

Computer; calculator; telephone; office equipment; motor vehicle.

Approved by: _____ Date: _____