

**Whitpain Township**  
**Job Posting: Parks and Recreation Program Administrator**

Whitpain Township, Montgomery County, PA (population 20,333) seeks a qualified individual to fill the Program Administrator in our Parks and Recreation Department.

The Program Administrator is responsible for administrative support and marketing, coordinating, and evaluating various programs and activities within the Parks and Recreation Department.

**Job Description:**

- Performs administrative tasks, such as attending and scheduling meetings, preparing reports, monitoring expenditures, maintaining records, and coordinating events and activities.
- Coordinates with Front Desk staff for assistance with completing various department tasks or projects. Communicates and trains staff on department needs and processes.
- Maintains, develops, and creates content for social media accounts such as Facebook, Twitter, Instagram, and website.
- Assists in developing and implementing policies, procedures, and program staff training.
- Oversees the promotion, implementation, and supervision of contracted recreation programs.
- Oversees the activities of staff and volunteers; maintains files and summer help correspondences. Records and reports. Provides Park Attendants with chores report/schedule of concerts, movies, and special events in the park.
- Responds to inquiries and concerns from participants and community members; identifies and resolves problems or refers to the supervisor as appropriate.
- Coordinates logistics for park and facility rentals, including but not limited to relaying all schedules to all necessary departments.
- Maintains records of recreational activity performance and activity levels; prepares reports on activities as requested; requisitions for supplies, equipment, and necessary material utilized in recreation programming.
- Manages Dog Park operations, including registration and maintaining members information.
- Creates the Township newsletter (Semi-Annually)
- Responsible for tracking events and financial information for Manor House.
- Writes and sends email blasts advertising events and programs, updates social media pages and post regularly.
- Designs flyers, banners and other promotional materials.
- Manages and records all registrations through the current online Registration Program.
- Manages Parks and Recreation website.
- May be required to work irregular schedule, including weekends, and early mornings.
- Responsible for generating monthly reports.

**Qualifications:**

- Minimum bachelor's degree in Recreation Management.
- Strong communication and people skills
- Proficiency in Microsoft Office Programs and social media platforms.
- Attention to detail, ability to set priorities, and strong organizational and time management skills.
- CPRP preferred.

**Interested applicants should submit Resume and Application to: [KYackin@whitpaintownship.org](mailto:KYackin@whitpaintownship.org)**

**This position will remain posted on the Township website until filled.**

**[www.whitpaintownship.org](http://www.whitpaintownship.org)**