



Centre Region Parks and Recreation, an Agency of the Centre Region Council of Governments (COG), is currently recruiting for a full-time Recreation Program Specialist position, who will work primarily at the Centre Region Parks and Recreation (CRPR) Administrative Office in State College, PA.

The **Recreation Program Specialist** position is part of the team that provides year-round programming and administrative support to the sports and recreation program areas. The role involves coordinating schedules, managing participant registrations, tracking program data, and analyzing participation trends to improve offerings. Strong written and verbal communication skills, organization, proactiveness, and resourcefulness is essential for this position.

The job description follows this summary. This is a 40 hr./week position, typically Monday- Friday; at times, there will be additional evening/weekend hours required. A starting salary of \$52,098, depending on qualifications, with a competitive benefits package. Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding certifications, criminal background checks, and child abuse clearance.

To be considered for the position, applications must include the following: cover letter, resume, and employment application. Download and complete the CRPR Application by visiting the Agency's website at www.crpr.org/employment; then, email all materials to jlight@crcog.net or mail your application to the CRPR Address: 2040 Sandy Drive, Suite A, State College, PA 16803. Note the position you are applying for on your application. **The position will remain open until filled with the first round of applications being reviewed on February 26, 2025.** Equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Participation in the optional EEO Survey is encouraged. For a list of other open positions within the Centre Region Council of Governments, visit www.crcog.net/employment.





CENTRE REGION COUNCIL OF GOVERNMENTS
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**RECREATION PROGRAM SPECIALIST JOB
DESCRIPTION**

Job Title:	Recreation Program Specialist	Status:	Full-Time
Agency:	Parks and Recreation	Class:	Non-Exempt
Reports To:	Recreation Supervisor	Grade:	5

JOB SUMMARY

The Recreation Program Specialist supports the planning, coordination, and management of recreation programs, camps, sports leagues, and rentals. The role ensures high-quality programming, financial sustainability, and community engagement by fostering partnerships and improving offerings. The Recreation Program Specialist will work closely with the Recreation Supervisor and Sports Supervisor in a variety of locations in the Centre Region.

ESSENTIAL JOB FUNCTIONS

The outline below describes essential job functions an employee in this position will be required to perform, however, it is not an exhaustive list of all duties which the employee may be expected to perform. To be successful in the position, an individual must be able to perform each essential function satisfactorily, with or without reasonable accommodation(s). Further, volunteers, agency directors, managers/supervisors, or other staff are not precluded from performing any of the duties in this job description as management prefers or is operationally needed.

1. Administration

- Assists with scheduling, planning, and coordinating sports leagues, programs, camps, concessions, and events.
- Assists with tracking and monitoring programming expenses and revenues.
- Maintains databases, registrations, reports, and records.
- Assists with rental applications and coordinates logistics.
- Manages inventory, ordering, and maintenance of sports and recreation equipment.
- Assists with staff and volunteer scheduling.
- Develops marketing and outreach strategies to increase program participation.
- Assists in securing donations, sponsorships, and organizing fundraising events.
- Evaluates program effectiveness and identifies improvement opportunities.
- Assists with presentations to share findings with leadership and stakeholders.
- Addresses all questions, complaints, and requests in a friendly and constructive manner.
- Assists coaches, staff, and organizations to enhance programming and satisfaction.
- Provides necessary coverage for programming and sport areas, as needed.
- Provides clerical support to other staff, agency-related groups, and clubs.

2. Supervisory

- Assists with training, and supervision of seasonal staff, referees, officials, program instructors, and volunteers, providing guidance and oversight as needed.

OTHER JOB FUNCTIONS

- Performs related duties as assigned and may be requested to fill in at other locations as needed.

QUALIFICATION REQUIREMENTS

An individual is hired based on their education, experience, and skills. Any equivalent combination of these factors that will result in the successful accomplishment of all the work responsibilities would be considered at the sole discretion of the COG.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Parks and Recreation, Sports Management, Marketing, Public Relations, or an equivalent combination of education and experience.
- A minimum of one (1) year in organizing, developing, supervising, and implementing recreation programs.
- Spreadsheet and database program experience required.
- Basic accounting procedures and records management experience required.

SPECIAL REQUIREMENTS

- This is an in-person position whose physical presence on-site is an essential function of the job.
- A valid driver's license is required.
- Employment is contingent upon compliance with the CRPR Agency's "Child Safety Policy" regarding criminal background checks and child abuse clearance.
- Throughout employment, maintain certification in First Aid, CPR, and AED.

KNOWLEDGE OF

- Safety practices and techniques.
- The organizational and community structure, including municipal parks.
- MS Office (Word, Excel, PowerPoint, Outlook), Canva, and registration software.

ABILITY TO

- Cooperate and communicate effectively with elected officials, staff, volunteers, and the public.
- Interact with a wide, diverse range of individuals professionally and courteously.
- Make recommendations and assist with budgets related to programming and sports areas.
- Define problems, use good judgment, and deal with a variety of situations.
- Take the initiative without direct supervision at times, establish priorities, and meet deadlines.
- Use computers, copiers, and point-of-sale technologies effectively.
- Use new technologies effectively to improve operations.
- Accurately calculate the cost of products, programs, classes, or rentals, process accurate sales transactions, take and process payments in various forms, and make changes for cash transactions.

SKILLED IN

- Oral and written communication.
- Business writing and editing.
- Troubleshooting and problem-solving.
- Critical thinking, reading comprehension, and interpretative skills.
- Self-control and adapting to stressful situations.

PHYSICAL AND WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Environment

- Work is performed indoors and outdoors.
- Hand-eye coordination is necessary to operate computers and various pieces of equipment. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee may be required to sit for prolonged periods, stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls, and reach with hands and arms.
- The employee is occasionally required to walk, sit; climb, or balance; stoop, kneel, crouch, or crawl; and smell.
- The employee must occasionally lift and/or move up to 50 pounds.

Work Environment

- Often must perform repetitive activities (performance of the same physically demanding activity).
- May be exposed to high or low temperatures (possibly leading to stress or decreased ability to work effectively).
- Work may be performed in awkward or confined spaces (body cramped or uncomfortable).
- Conditions with varying and/or sub-optimal illumination (glare, inadequate lighting, etc.).
- Ability to work while accommodating distractions and other disturbances.
- Ability to work under pressures such as rush jobs, urgent deadlines, etc.
- Ability to prevent or resolve unpleasant social situations such as irate or upset individuals.

ACKNOWLEDGEMENT

I acknowledge this job description does not constitute an employment agreement. Further, I understand the job description is subject to change by the employer, temporarily or permanently, as the needs of the employer and requirements of the job change. COG is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, COG provides reasonable accommodation to qualified individuals with disabilities.

I have read and understand the requirements of the position and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Employee Signature: _____

Print Name: _____

Date: _____