



Haverford Township Job Description

Department: Parks & Recreation

Position: Program Coordinator

FLSA: Non-Exempt

Hours: 40 hours per week, hours vary due to programming needs, 30 minute lunch break, Available days, evenings, weekends.

Wage Band: CBA Specialist II

Position Summary: Coordinates and implements year-round recreation programs, including youth and adult sports, camps, clinics, leagues, after-school programs, and special events. Under general supervision, ensures high-quality programming by managing logistics, assisting with budgeting, promotion, communicating with participants, recruiting and supporting instructors. Trains and oversees seasonal staff and provide support to ensure programs are delivered safely, efficiently, and in alignment with department standards.

Qualifications:

- Bachelor's degree in Recreation Management, Recreation, Education, or related field and one year of related work experience or an equivalent combination of education and experience is required.
- Experience working with youth, adults, and/or community-based programs
- Knowledge of principles and practices of recreation program planning and implementation
- Knowledge of basic budgeting and record-keeping practices
- Knowledge of risk management and safety procedures applicable to recreation programs
- Ability to work independently and as part of a team.
- Strong customer service orientation and effective communication skills
- Strong organizational and time-management skills
- Ability to coordinate multiple programs and tasks simultaneously
- Ability to supervise and support seasonal or part-time staff
- Ability to adapt to changing schedules, weather conditions, and program needs
- Willingness and ability to work evenings, weekends, and special events as required
- Proficiency in Microsoft Office required; experience using recreational management software (ActiveNet, CivicPlus, MyRec) a plus



Supervision Received:

Works under the direction of the Director, Assistant Director, and the Program Superintendent.

Essential Functions:

- Coordinates and implements assigned recreation programs and events
- Coordinates facility use, equipment, permits and logistics with department staff
- Recruits, schedules, trains, and supervise seasonal staff and instructors
- Coordinates contracted programs and vendor relationships
- Communicates program details to participants, families, instructors, and the public; respond to questions and resolve routine concerns
- Supports program marketing efforts, including drafting promotional materials and coordinating outreach
- Assists with tracking program expenses and revenue to support budget management
- Monitors program supplies and equipment; coordinates with Program Superintendent and other Program Coordinators to purchase supplies as needed
- Provides on-site supervision including evenings and weekends as needed
- Performs other duties as assigned

Licenses, Registrations, or Certificates Required

- Valid Pennsylvania Driver's License.

Physical Demands:

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 the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, read, write and type. The employee is frequently required to bend, kneel, reach, squat, and lift frequently throughout a work shift. The employee occasionally must lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.



Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment regularly includes working outside in varying weather conditions and varying surfaces such as recreation fields, parks, and other natural areas, as well as working a normal but busy office environment. Work occasionally involves responding to angry, frustrated or upset individuals. Position involves a great deal of bending, squatting, kneeling, climbing, reach, twisting and lifting.

Antidiscrimination Policy: It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

By signing below, I, the employee, acknowledge that I have read and understand this Job Description. I am able to meet or exceed all aspects of the Job Description.

Employee Signature Date

Human Resources Director Signature Date