

TOWNSHIP OF MOON JOB DESCRIPTION

DEPARTMENT: PARKS AND RECREATION
JOB TITLE: RECREATION PROGRAM COORDINATOR
IMMEDIATE SUPERVISOR: DIRECTOR - PARKS AND RECREATION
DATE: OCTOBER 6, 2026

POSITION SUMMARY

The Recreation Program Coordinator (RPC) is responsible for the development and implementation of programming, special events and marketing of the youth and family activities of the Township's recreation department. This position is responsible for the management of the Township's 10-week Summer Camp Program which includes program development, staffing and daily operations. The position is classified as exempt under the Federal Fair Labor Standards Act.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Develop, coordinate, and implement year-round recreational activities serving youth, ages 4-18, as well as family-oriented activities.
2. Develop and oversee the Department's 10-week Summer Camp Program, to include participant registration, staff hiring, daily activities, materials procurement and parent communications.
3. Assist with planning of special events throughout the year.
4. Recruit vendors, coordinate with contractors, process permits and prepare and distribute communications for the department's programs and special events as assigned by the Director of Parks and Recreation.
5. Create promotional materials for programs offered by the department through the website, social media, flyers, and program guides and ensure these marketing efforts are timely.
6. Provide professional customer service to residents, program participants, volunteers, staff, and instructors.
7. Monitor program budgets and prepare data for the annual budget.
8. Research new trends and collaborate with Department staff to offer creative programming and events by adapting to changing interests.
9. Assist in the development and implementation of department goals, policies, and initiatives.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Knowledge of current principles, practices, and trends in Parks and Recreation.
2. Knowledge of policies, procedures, and laws related to child safety in Township facilities and programs, including those related to monitoring and supervision of children.
3. Possess strong management skills, including effective communication, visioning, problem-solving, prioritizing, delegating and attending to detail
4. Possess the ability to analyze facts and develop a clear and concise report or recommendation.
5. Ability to develop positive working relationships with staff, community partners, schools, volunteers, vendors, and residents.
6. Strong customer service and conflict resolution skills.
7. Proficient with computers, recreation software, Microsoft 365, social media, and other related systems.
8. Ability to identify community program needs and develop creative and engaging recreational opportunities.
9. Ability to manage multiple priorities and complete responsibilities in a timely manner.

QUALIFICATIONS

Education

1. Bachelor's degree from an accredited college or university preferred.

Experience/Training

1. Minimum three (3) years' experience in a leadership position conducting youth recreation activities/events for a community recreation program.

LICENSE, CERTIFICATES, AND CLEARANCES

1. Must possess a valid Pennsylvania driver's license during tenure of employment.
2. PA Child Abuse History Clearance, PA State Police Criminal Record Check, and FBI Criminal Background Check.
3. Must maintain certification in CPR/AED and First Aid training for adults and children during tenure of employment or become certified within 90 days of employment.

PHYSICAL DEMANDS 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 the essential functions.

While performing the duties of this job in office settings and outdoors, the employee is regularly required to: stand, walk, use hands to finger, handle, feel or operate objects, tools or controls. Employee is occasionally required to use a small amount of force to move up to 20 pounds.

Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.

EQUIPMENT USED

Personal computer to include word processing, desktop publishing, website software and parks and recreation software.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interviews and reference check.
- Job related tests may be required.
- The Township takes into consideration any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the position.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The duties listed in the above job description 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 the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Recreation Program Coordinator _____ Date _____

Immediate Supervisor _____ Date _____