

## JOB DESCRIPTION

### I. JOB TITLE

#### RECREATION PROGRAM COORDINATOR

### II. JOB SUMMARY

This position requires work in planning, development, promotion and evaluation of a variety of community recreation programs. Reporting to the Director of Parks and Recreation, incumbent will oversee programs and events, manage personnel, and foster connections within our diverse community, ensuring high-quality, impactful programming.

Work is performed in accordance with established policies and procedures and requires the exercise of independent judgment in making decisions within the delegated area of responsibility. Duties require the application of specialized knowledge and involve supervisory responsibility for a moderated sized part-time recreational staff. Work involves coordination with the school district, community organizations and businesses.

### III. DUTIES AND RESPONSIBILITIES

Reports to the Director of Parks and Recreation and/or to the Township Manager\*.

Plans and directs an expanding flexible program of year-round recreational activities.

Determines costs and other budgetary considerations for programs.

Develops promotional materials, such as flyers and newsletters.

Recruits, trains, and supervises program staff including volunteers.

Researches community needs and interests to identify potential new recreation programs.

Schedules facility usage and reservations.

Manages program registration, participant fees, and communication.

Coordinates special events.

Attends workshops and seminars as requested by the Director of Parks and Recreation or Township Manager.

Attends the Parks and Recreation Board meetings, and any other meetings, as directed.

Required to work some nights and weekends.

Performs other work as required and assigned.

**IV. REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of a wide variety of recreational activities for all segments of the community including senior citizens, adults and children.

Knowledge of recreation programming principles and best practices.

Knowledge of principles of supervision/management, employee motivation, team building, conflict resolution and problem solving techniques.

Knowledge of basic computer functions, Microsoft Office programs, social media, online scheduling software, and recreation programming software.

Skill in coordinating and scheduling recreation programs and special events.

Skill in creating flyers, catalogs, newsletters, etc. and social media campaigns.

Skill in written and verbal communication, ability to provide and follow verbal and written instruction.

Ability to manage multiple tasks with attention to detail.

Ability to provide excellent customer service and handle difficult situations with tact and diplomacy.

Ability to maintain confidentiality and sensitivity when dealing with public and staff.

Ability to work independently with minimum supervision and exercise sound judgment.

Ability to work effectively and professionally with co-workers, public officials and the general public.

Bondable.

Clearances required by the Pennsylvania Child Protective Services Law or similar laws as adopted.

**V. MINIMUM EXPERIENCE OR TRAINING**

Bachelor’s degree in Recreation Administration or a closely related field from an accredited four-year college or university is preferred. Three years of professional experience in community recreation will be considered.

Possession of a valid motor vehicle driver’s license.

THIS POSITION IS AN EXEMPT (OR SALARIED) POSITION.

\*References to “Township Manager” shall also include “Assistant Manager,” when applicable.

This job description was duly adopted and entered in record at the Board of Supervisors meeting on the 13<sup>th</sup> day of March, 2025.