

## **BOROUGH OF LANSDALE JOB DESCRIPTION**

**TITLE:** Seasonal Parks and Recreation Administrator

**DEPARTMENT:** Parks and Recreation

### **GENERAL SUMMARY:**

The Seasonal Parks and Recreation Administrator supports the day-to-day administrative operations of the Lansdale Borough Parks and Recreation Department. This role involves customer service, administrative tasks, and program assistance to ensure the efficient delivery of services to the community.

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### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

#### **1. Program Registration & Pool Memberships**

- *Pool Memberships*-Answer related inquiries about the pools, maintain and update reports, and assist with the processing of pool memberships & guest passes.
- *Program Registration*- Provide information for program schedule & fees, assist with registering participants for camps and programs, and handle cancellations as necessary. As well, assist in promotional efforts to increase program participation.

#### **2. Facility Rental Administration**

- Provide information on rental fees, policies, and available dates.
- Prepare and process rental requests for facilities, fields, and pools via Rec Desk.
- Update Facility Calendar and coordinate maintenance with the Facilities Department.

#### **2. Financial Tasks**

- Process invoices and purchase orders ensuring proper documentation and timely submission for approval.
- Help compile and organize financial data for weekly/ monthly reports.
- Maintain accurate records of receipts and ensure they are filed correctly for reference.

#### **3. Administrative Support and Customer Service**

- Answer phone calls, respond to emails, and manage routine correspondence for efficient office communication.
- Organize and maintain both physical and digital filing systems for easy document access.
- Handle resident inquiries, complaints, or requests, escalating to the Director when necessary.

#### 4. Seasonal Events

- Support seasonal events, assist with setup and breakdown, and perform any other duties as assigned by the Parks & Recreation Department.
  - Assist with ensuring events run smoothly and address any issues/ concerns with the Parks & Recreation Department.
  - Events include, but not limited to: Kids to Park, Dive In, Puppy Plunge, Landale Festival of the Arts, Spooktacular, and Winter Holidays Events
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#### JOB SPECIFICATIONS

##### Education & Experience:

- **Preferred:** An example of acceptable qualifications for this classification is a combination of education and job training which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of secondary education and two (2) to four (4) years of related office experience.
- **Additional:**
  - Municipal experience preferred.
  - Valid PA driver's license and good driving record required.
  - Must have or be willing to obtain required background checks including PA Child Abuse, PA Criminal History, and FBI Fingerprint. Employment will be contingent upon additional required screenings.

##### Knowledge, Skills, & Abilities:

- **Knowledge:**
  - Thorough knowledge of administrative office practices and procedures.
  - Thorough knowledge of Borough programs, services and operations.
  - Thorough knowledge of department policies and procedures.
  - Thorough knowledge of computer software applications including Microsoft Office (Word, Outlook, Excel), RecDesk, and Adobe.
- **Skills:**
  - Proficiency in computer operations and recreation software.
  - Basic graphic design and website management skills.

- **Abilities and Physical Demands:**

- Excellent customer service, communication, and problem-solving skills.
- Ability to work both independently and collaboratively, prioritize tasks, adapt to change, and multitask effectively.
- Strong attention to detail, organizational skills, and ability to motivate self and others.
- Ability to work outside in various weather conditions. Most work will be completed in an office setting.
- Ability to safely lift 30 pounds.
- Ability to demonstrate effective listening, inquiry and feedback skills.
- Ability to respond tactfully to complaints, concerns and questions, and appropriately direct response or take appropriate action to resolve situation or inquiry.
- Ability to work effectively as a member of a team in an office environment.
- Ability to assist with event set-up and breakdown. This may include assisting with pop-up tents, folding tables, and chairs.

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**Reports To:**

Director of Parks and Recreation