

Springfield Township Job Description

Job Title: Parks and Recreation Program Coordinator

Department: Administration

Job Category: Office & Clerical

Job Objective (Purpose of the position):

Ensure that programs meet the needs of diverse populations, enhance community engagement, and promote healthy lifestyles.

General Definition

This is an administrative and physical position of average difficulty, responsible for planning, organizing, and overseeing a variety of recreational programs and activities within the community. The coordinator will work closely with community members, local organizations, and other stakeholders to develop and implement high-quality recreational services.

Supervision Exercised

Part-time, seasonal and volunteer staff

Supervision Received

Under the direct supervision of the Director of Parks and Recreation.

Work Schedule

The employee in this position is required to work Monday through Friday, from 8:30 AM to 5:00 PM for a total of 37.5 hours per week. The Coordinator will also be required to work some evenings and weekends in order to coordinate programs and events on evenings and weekends.

Essential Job Functions (the listed examples may not include all of the tasks which may be required of this position);

- Plans, organizes, administers and facilitates programming for an extensive parks system
- Oversees all programs, including but not limited to Kidz Klubhouse Summer Camp, youth sports leagues and year-round fitness programs.
- Develops, prepares and organizes plans and schedules for all assigned programs and activities
- Prepares program plans and requirements for budgetary recommendations; solicits pricing, oversees performance and approves invoices of vendors
- Recruits, trains, supervises and evaluates part time, seasonal and volunteer staff.
- Maintains staff clearance records
- Prepares written documents, reports, work orders, time sheets, schedules, marketing materials
- Prepares evaluation reports of programs
- Performs set-up and take-down for special events often occurring on weekends, evenings or holidays
- Enforces township policies, procedures and rules for staff, instructors, volunteers, contractors and facility renters

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- Serves as the department contact for public inquiries, feedback and complaints.
- Collaborates with the Community Relations and Media Specialist to maintain scheduling software, website and social media pages
- Assist with community events and special projects
- Perform related duties as required

Essential Knowledge and Abilities

- Knowledge of the principles of a public park system, programming, events and industry trends.
- Knowledge of administrative methods used to address community concerns.
- Ability to read and interpret Township policies and procedures and Parks and Recreation literature.
- Ability to communicate effectively in oral and written form, specifically via email
- Ability to plan and work closely with others, as well as work independently
- Ability to exercise strong organizational and project management skills

Physical Demands

- Ability to sit and stand for long periods of time, and handle office implements
- Ability to walk and climb occasionally
- Ability to drive automotive equipment occasionally.
- Ability to reach with hands and arms and use hands to handle or feel
- Ability to crouch, kneel, reach at all levels
- Ability to lift and carry up to 50 lbs.
- Ability to withstand varying weather conditions, changing temperatures, uneven or slippery surfaces and potential dusty conditions.

Minimum Education, Training and Experience Required

- Bachelor's degree in Recreation Management, Sports Administration, Public Administration, or a related field. Relevant certifications or coursework in recreation or community engagement is a plus.
- A minimum of 2 years of experience in recreational program planning or a related field. Experience in a supervisory role is preferred.
- Valid First Aid and CPR certification is required. Additional certifications related to program areas (e.g., Certified Park and Recreation Professional, etc.) preferred.
- Valid PA Child Abuse, PA Criminal History and FBI Fingerprint Clearances are required.
- Valid Pennsylvania Driver's License.

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Job Location (Place[s] where work is performed)

Township administration building and various parkland facility locations through the Township.

Equipment (Examples of machines, devices, tools, etc. used in job performance)

- Daily use of computer
- Occasional operation of a pick-up truck or SUV
- Use of basic office equipment
- Various equipment for program usage

Approved by: _____ Date: _____