

Plumstead Township

PARKS & RECREATION PROGRAM COORDINATOR

JOB CHARACTERISTICS

Purpose

This is a part-time, hourly position and is established so the Township is able to effectively and efficiently provide comprehensive programs, events and activities for Township residents and visitors.

This position involves the supervision, coordination, promotion and administration of recreation programs/events offered by and through the Township. Work schedule varies according to program offerings and meeting schedules, requiring some evening and weekend work.

Supervision

This employee performs under the direct supervision of the Township Manager.

This employee will be responsible for the daily operation and administration of parks and recreation programming and special events, as well as the supervision of volunteers.

Working Conditions and Physical Demands

Work is general conducted in an office setting. Work can involve occasional evenings and weekends for meetings, special events/programs and community functions. 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. While performing the duties of this job the employee is regularly required to sit, walk, lift and carry, and communicate. Employee may be occasionally required to do light manual labor.

TYPICAL EXAMPLES OF WORK

- Coordinate the organization, implementation, operation and evaluation of recreational programs and events for participants of all ages and abilities.
- Prepares recommendations supporting new activities or changes in activities and practices.
- Implement new programs/events based on current trends and research of community needs/desires.
- Supervise volunteers assigned.
- Identifies potential sponsorships for programs and events.
- Maintain the Parks & Recreation website (www.plumsteadparkandrec.org) and social media
- Assists with preparation of grant applications relating to parks and recreation activities.
- Advertise and market recreational activities and facilities offered by the Township through the development, publication and distribution of promotional materials.
- Coordinates purchasing, acquisition and delivery of supplies and equipment for programming/events within approved Township purchasing policies.
- Serves as point of contact for vendors, instructors and participants.
- Maintains clear and accurate program records including attendance and program/event evaluations. Prepares reports when necessary.
- Attends and reports at Board of Supervisors and/or Parks & Recreation Advisory Committee meetings as needed.

- Performs other related duties as assigned by the Township Manager.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:

- General knowledge of administrative methods and techniques
- Knowledge of parks and recreation/community programming

Skills:

- Creativity, initiative and a strong work ethic
- Strong organizational and self-management skills
- Ability to multi-task
- Customer service oriented

Abilities:

- Ability to carry out assignments and planned activities independently within prescribed limits
- Ability to plan, organize, schedule and implement programs and activities
- Ability to carry out assignments and planned activities independently within prescribed limits
- Ability to communicate effectively, both verbally and in writing
- Ability to use standard office equipment including but not limited to a computer, desktop publishing software programs, word processing and spreadsheet software
- Ability to identify and offer suggestions to problems relating to areas of responsibility.
- Ability to establish and maintain cooperative and effective relationships with those contacted in the course of work
- Ability to represent the Township in a responsible, positive and professional manner in all work-related circumstances

