



Job Description

Department: Recreation

FLSA: Hourly, Non-Exempt, Full-Time

Salary Range: \$26.50 to \$32.50 annually

Job Title: Program Coordinator

Reports to: Township Manager

Date: November 2024

General Definition of Work for the Recreation Program Coordinator

Under general supervision of the Township Manager, the Program Coordinator performs professional duties in planning, developing, coordinating, implementing, and supervising recreation and leisure programs for Spring Garden Township, for all ages and all abilities. Program Coordinator will work in co-operation with community groups and agencies, according to their needs and Township policy, to ensure that a wide range of sports, social, and recreational programs are provided across the Township without duplication or barriers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential duties.

Essential Duties

- Plan recreation activities according to the demands of Spring Garden Township within the resource constraints of the program, facility and/or recreation department.
- Develop, recommend, and implement recreation programming-based policies and procedures.
- Schedule activities by considering the needs of Spring Garden Township, availability of equipment and supplies, recreation space, and availability of staff and/or volunteers to monitor activities.
- Oversee registration for scheduled events, programs, and park rentals; assists in registering participants; accepts registrations and payments for programs and events; maintain registration records and balances cash receipts; review registration materials and rosters for completeness.
- Maintain program schedules, registration materials and records, fee collection reports, budget reports, facility usage sheets, department activity reports, facility and equipment maintenance records, and other documents when applicable.
- Coordinate community recreation resources and encourage communication and cooperation among partners involved in the provision of their recreational and cultural services to avoid duplication of efforts and better meet community needs .
- Prepare for and attend meetings of various authorities, boards, commissions, and associations; make public presentations as needed.
- Develop, coordinate, and assist with the implementation of special events for all ages based on community needs and wants and actively participate in specific community operated events when necessary. Ensure best practices and standards are followed in the development and implementation of programs and special events.
- Establish and maintain appropriate public relations in the community and respond to community needs and public inquiries/complaints as they relate to recreation programming.
- Promote programs, seek out activity volunteers and leaders and aid community-initiated programs as needed including through advertising and promotional efforts.
- Inventory programs, complete needs assessments to determine the programs that are required and facilitate the creation and implementation of the most appropriate programs.
- Seek and apply for grant funding opportunities and suggest recommendations to the Township Manager for consideration by the Board of Commissioners.

- Develop and maintain a complete inventory of recreation resources within Spring Garden Township.
- Refer to Township policies and procedures, recreational and athletic handbooks, first aid manuals, national recreation programming materials, nature guide books, township maps, budgets, administrative records, registration materials, and other documents in performing assigned duties.
- Liaise with Public Works staff to maximize efficient use of facilities.
- Prepare administrative proceedings for the Recreation Commission (such as but not limited to: agenda, advertisements, and minutes).
- Attend Recreation Commission meetings and provide statistical reporting to this Commission and the Board of Commissioners.
- Attend Parks and Recreation programs, workshops, meetings, and events, beyond the normal workday when necessary.
- Contribute to day-to-day operations of the Spring Garden Township Recreation and Administration Departments.
- Contribute to the efficiency and effectiveness of administrative service to the elected officials and residents of Spring Garden Township by offering suggestions and directing or participating as an active member of a team.
- Represent Spring Garden Township with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Carry out other duties as assigned.

Required Knowledge and Skills

Knowledge of:

- Recreation practices and principals and current recreation trends.
- Principals involved in recreational programming and project planning.
- Spring Garden Township ordinances and First Class Township Code.
- Applicable confidentiality requirements.
- Pennsylvania Sunshine Laws.
- Record retention requirements.
- Municipal government structure and process.
- Federal, Commonwealth, and local laws, rules, and regulations applicable to work assignments.
- Principles and practices of effective customer service.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person or over the telephone.
- Spring Garden Township rules and regulations.

Skill in:

- Providing a safe environment for recreation activities.
- Designing, developing, implementing, and evaluating recreation programs; researching current practices and trends in recreation programming with the intent of proposing new or revised policies and procedures for consideration by township staff and commissioners.
- Proficiency in gathering information, setting priorities and providing direction and sound judgement with respect to recreation related matters.
- Report writing, budget management, time management, defining goals and objectives, and priority setting.
- Designing, conducting, analyzing, and interpreting results of studies and reports used to evaluate program effectiveness.
- Evaluating situations and making decisions.
- Presenting information clearly, concisely, calmly, and in an interesting manner to citizen groups, public officials, and the public.
- Interfacing with the community, other levels of government, and consultants.

- Working independently with minimal direction.
- Communicating effectively and tactfully in both verbal and written form.
- Positively contributing to team efforts.
- Following direction through the supervisory chain of command.
- Understanding and following instructions in both verbal and written form.
- Establishing and maintaining effective working relationships with those encountered in the course of the work.
- Microsoft office applications (Word, Outlook, Excel, PowerPoint, etc.).

Education and Experience

- Bachelor's degree in Recreation Management or related field. Commensurate experience may be considered in lieu of a degree.
- Parks and Recreational Professional (CPRP) or ability to obtain certification within 2 years of employment.
- Must be able to maintain CPR, First Aid, and AED certifications within 6 months.
- Experience in staff/volunteer supervision.

Physical Requirements

- Work regularly requires using hands to finger, handle or feel and repetitive motions, frequently requires driving, standing, walking, speaking or hearing and reaching with hands and arms and occasionally requires sitting, climbing or balancing, stooping, kneeling, crouching or crawling, reaching, grasping, and depending on the functional area of assignment, tasks may involve the ability to exert light physical effort usually involving some pushing, pulling, and lifting of objects and materials of medium weight (up to 50 pounds).
- Specific vision abilities required include close vision and ability to focus.
- 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.
- Work requires preparing and analyzing written or computer data.

Work Environment

- While performing the duties of this job, the Program Coordinator may be exposed to wet, humid conditions. Frequently exposed to outdoor weather conditions; and extreme heat or cold during outdoor activities.
- The noise level in the work environment is usually moderate to loud.
- Work day per administrative requirements, plus meetings/trainings/events outside of the workday as required.

Special Requirements

- Valid PA driver's license.
- Current Act 34 and child abuse clearances.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the incumbent. Incumbent may be asked to perform other duties to meet changing business needs or staffing levels but will be reasonably related to an employee's position and qualifications. Other duties outside of an individual's skill level may also be assigned on a short term basis in order to provide job enrichment opportunities or to address emergency situations. The position shall be appointed by and serve at the pleasure of the Board of Commissioners.