



East Pennsboro Township 2018 Recreation Director Open Position

Job Title: Recreation Director
Department: Administration
Reports to: Township Manager
Shifts: M-F, 8am- 4pm

Classification: Full Time
Division: Parks and Recreation
Hourly Wage:

The Recreation Director is responsible for managing both actively and administratively a broad and diversified program of recreation activities, services, special events and facilities to meet the needs and interest of the growing community. The position requires application of a specialized body of knowledge obtained from pre-employment education and training.

Programs, Activities, Events & the Community

1. Organize and administer a series of regularly scheduled, ongoing activities, summer camps and programs utilizing the school buildings, the playgrounds, the sports fields, and other recreation facilities.
2. Prepare and execute programs and activities that enhance public perception of the Recreation Department.
3. Plan, implement, evaluate, and supervise all aspects of the recreational programs and activities. This includes taking registrations, payments and communications about programs.
4. Prepare a quarterly newsletter announcing programs offered and events that is distributed and made available to the community.
5. Continuously evaluate programs and activities through surveys, focus groups, phone calls, and observation.
6. Prepare and analyze statistics of all recreational programs.
7. Invite, involve, and coordinate community business partnerships into various programs and events.
8. Administer the pavilion, gazebo and field rental program for the township.
9. Assist the Pumpkin Fest committee in implementing the Pennsboro Pumpkin Fest annually. Duties include traffic and parking, accepting registrations and fees, advertising and marketing, communication among township departments and assisting with coordination of day of events.

Public Relations & the Community

1. Maintain positive public relations and open communication with local parents, coaches, and municipal officials, youth sports, Recreation Boards & Commissions, and civic organizations.
2. Work collaboratively with the Township Officials, Recreation Board, and Athletic Director, building principals, PTO's, civic organizations and youth sports presidents to provide optimum recreation services to the entire community.
3. Act as secretary for the Recreation Board and Environmental Advisory Council. Meets once a month annually.
4. Develop news releases, social media, advertisements and other marketing tools to promote recreational activities and events.
5. Offer courteous, knowledgeable, and efficient services to persons contacting the office by telephone, E-Mail or in person.

6. Attend various township meetings to communicate concerns, recommendations, and programs.
7. Coordinate all other information for community news, administration, Police & Fire Departments, tax collector, senior center and library for the quarterly newsletter.
8. Represents the organization in a positive, professional manner at all programs and meetings.

Administrative Responsibilities

1. Develop job descriptions for all recreation personnel in programs and activities as well as assist in establishing qualification for personnel, wages, hours, and working conditions.
2. Screen & interview applicants for positions in programs and activities, and then determine appointment.
3. Supervise and manage all part-time recreational staff and seasonal staff.
4. Conduct staff meetings as necessary.
5. Seek & write grants needed primarily for the recreation department and on occasion for other departments as well.
6. Organize, bill and collect payments for advertising section of the quarterly newsletter.
7. Represent the Township on joint Recreational projects throughout Cumberland County.
8. Supervise the collection of revenues and expenditures, and accounts payable for the Recreation Department
9. Coordinate and schedule the use of park facilities and all recreation equipment.
10. Make recommendations for all township playground areas.
11. Administer the Active Net computer system to ensure internal software is strictly managed within the department.

Professional Development & Leadership

1. Provide leadership to all staff based on current trends, evaluations and research.
2. Participate in professional development opportunities to maintain certifications.
3. Research and utilize knowledge of current recreation trends and development.
4. Stay informed on current regulations and trends in aquatics, playground safety, and recreation.
5. Implement and support township and professional goals and initiatives.

Minimum requirements

Bachelor degree in the area of recreation or related field is required along with five (5) years experience in the community recreation operations. Certified Park and Recreation Professional & Certified Playground Safety Inspector are preferred. Excellent communication skills are necessary. The ability to directly supervise employees and indirectly supervise approximately 60 employees and/ or independent contractors. Must be willing to work a varied schedule that includes evenings and weekends.

Abilities required

Position requires sitting, standing, walking or moving throughout the community, often for extended periods of the workday. Must be able to hear (40 decibel loss maximum), verbally communicate and see with near acuity of 20 inches or less and far acuity of 20 feet or more with depth perception, accommodation and field of vision. Occasionally may lift objects up to 40 pounds in an upward movement or from position to position at the same level. Performs a variety of duties, able to make judgments and work under high level of stress. Subject to inside and outside environmental conditions relevant to the various community events and facilities. Driving is required for this position.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Please submit completed applications to:
East Pennsboro Township
Desiree Bivens, Benefits and Payroll Specialist
DBivens@eastpennsboro.net
98 South Enola Drive
Enola, PA 17025

For a paper application or for assistance filling out an application, please visit the Township Building room 103.