



RECREATION ASSISTANT - PT

Upper Merion Township, located in King of Prussia, PA is looking for an, energetic **Recreation Assistant PT**. The Recreation Assistant PT is responsible for routine and complex administrative work in planning, organizing, coordinating and administering a variety of recreation programs and special events. The Recreation Assistant will report directly to the Recreation Superintendent.

The duties of the **Recreation Assistant PT** include (but not limited to):

- Plans, develops, organizes and manages seasonal and yearly programs and activities for various interest groups including youth, camps, art, cooking, music and general recreation.
- Stimulates community interest in programs and services through program marketing initiative.
- Analyzes and measures program and event success through surveys and reports.
- Attends, supervises and chaperones participants during programs and events.
- Provides hands-on assistance with the phases of weekly planning for trip, special events, and activities.
- Upholds and enforces policies and procedures established by the Parks and Recreation Department.
- Performs other duties as assigned.

Position Requirements:

- Completed two (2) years of college with a degree in Park and Recreation Management, Sports Management or other related field.
- Possesses a valid driver's license and be available to work days, evenings and weekends.
- Has current; PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances
- Completion of pre-employment drug test screening
- CPR/First Aid certified or ability to obtain certification.

Work Hours:

- 20 hours per maximum.
- Some nights and weekends which coordinate with on-going programs are required.

How to Apply:

- For immediate consideration, applicants should complete an employment application by visiting https://www.umtownship.org/?wpfb_dl=3158 and submit the **full job application, cover letter and resume** via email to: hr@umtownship.org. **Applications will be accepted until positions are filled.**

Equal Opportunity Employer