



## **RECREATION PROGRAM COORDINATOR (Full-Time)**

Upper Merion Township, located in King of Prussia, PA, is looking for an energetic **Recreation Program Coordinator**. The **Recreation Program Coordinator** is responsible for the planning, developing, coordinating, implementing, and supervising of recreation programs for Upper Merion Township's Parks & Recreation (UMPR) Department and Community Center. The incumbent will provide oversight and direction of UMPR programs and events, perform various technical and confidential programming support duties, and will be expected to develop methods and routines for completing all assigned tasks. The **Recreation Program Coordinator** will report directly to the Recreation Superintendent.

The duties of the **Recreation Program Coordinator** include (but are not limited to):

- Responsible for the establishment, supervision, and evaluation of UMPR programs.
- Assists with hiring, training, supervising, and evaluating part-time program staff and contracted instructors.
- Ensures all program instructors have the appropriate certifications and appropriate clearances.
- Responsible for all managing and scheduling of program instructors and other part-time program staff associated with UMPR.
- Administers specific UMPR policies and procedures related to all recreational activities and programs.
- Evaluates UMPR programs and program instructors to ensure customer satisfaction.
- Responds to public inquiries regarding Park & Recreation programs via telephone, email, written correspondence, and/or onsite inquiries.
- Interacts with other Township staff and the general public regarding the programs and services provided by UMPR.
- Maintains an inventory of supplies and equipment for programs, classes, and special events.
- Coordinates volunteer requests from the community; recruit, train and supervise seasonal program volunteer, coaches and staff.
- Assist with public relations duties such as preparing and distributing flyers and brochures.
- Perform clerical duties, program registration, answer phones, and maintain correspondence with other divisions or agencies.
- Ability to work under stressful situations, stay calm, and have excellent problem-solving skills.
- Assist Recreation Superintendent in developing classes, schedules, and implementation of activities and programs, and coordinates with creating programs for facility usage.
- Assists in developing short- and long-term plans; gathers and prepares information for studies and reports; and makes presentations and recommendations as required.
- Performs all assigned areas of responsibility within budget utilizing effective and efficient use of funds; performs cost control activities; monitors and records financial data related to program operations and services; leads in the management of personnel, time, materials, and facilities as assigned.
- Performs other duties as assigned.

### **Position Requirements:**

- Bachelor's Degree in Parks and Recreation or a closely related field preferred. (A suitable combination of experience and training may be considered.)
- At least two (2) years of experience managing a comprehensive and multi-faceted recreation program.
- CPR, AED, and First Aid certifications are required.
- Ability to work a flexible schedule that includes days, evenings, split shifts, weekends, and/or holidays.
- Working knowledge of MS Word, Excel and PowerPoint, Outlook, Desktop Publishing, and other recreation-related computer software.
- Maintaining a valid Pennsylvania Driver's License is required.
- 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 certification or ability to obtain certification.

**Work Hours:**

- 40 hours per maximum.
- Some nights and weekends, which coordinate with ongoing programs, are required.

**How to Apply:**

For immediate consideration, applicants should submit: (1) A completed **job application** by visiting: [Application-UMT-Employment-REV-Jan-2024.pdf \(umtownship.org\)](#) ; (2) A **cover letter**; and (3) A **resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org).

**Equal Opportunity Employer**