



POSITION: RECREATION SPECIALIST - PT
DEPARTMENT: PARKS & RECREATION
REPORTS TO: RECREATION PROGRAM MANAGER
CLASSIFICATION: NON-EXEMPT **HOURS:** 28/WEEK
APPROVED: 10-15-2023 **REVISED:** 01-08-2024

The Doylestown Township Parks and Recreation Department is seeking a creative, organized and community-oriented individual with a strong work ethic to fill the role of Recreation Specialist. This part-time position will be responsible for supporting the development, coordination and delivery of multi-faceted recreational programs, events and services and day-to-day operation tasks for the Park and Recreation Department and Doylestown community.

General Summary

Under direction of the Program Manager, this position will assist in managing, developing, promoting, evaluating, and improving programs, services, and events year-round that address the evolving needs of community and enhance the quality of life for Township residents in a cost effective manner; assist with protecting park sites and recreational facilities; develop mutually beneficial partnerships in the community which utilize park facilities; assist with recruiting, supervising, and training seasonal staff; assist with program budget preparation, including payroll, and draft reports on department activities; manage public relations campaign, including website; provide a variety of clerical duties, including record keeping; assist with development of vision for the future of the Township Park and Recreation Department. Serve as event liaison between the Township staff and outside agencies or organizations.

Work schedule varies according to program/event schedule, meetings and may require some occasional evening, weekend and holiday work.

Supervision Received

The Recreation Specialist is supervised by and receives direction from the Recreation Program Manager.

Supervision Exercised

May include general leadership/supervision of recreation program providers and volunteers as assigned.

Representative Duties

1. Programming; assists the Program Manager with planning, organizing, promoting, staffing, evaluating, and reporting on department activities and special events; manage program registration, maintain and update website, calendar, and recreation software; assist Program Manager with creating and managing public relations initiatives and communications; create brochures, newsletters, press releases, mailings and flyers; determine viability and demand for programs through research and networking.
2. Financial; account for and report on expenditures and revenues associated with program budget (e.g., participation, event attendance, revenue/expense.); assist with annual program budget preparation; assist with program provider proposals, venter applications, and other service providers.
3. Staffing; Assist Program Manager with recruitment and hiring; provide supervision, training, direction and support for part-time and seasonal staff; communicate. safety standards, work expectations and priorities.

4. Customer service; respond to resident inquiries, complaints or requests in person, over the phone, or through email; identify and address potential problems or issues; take corrective action or recommend action to the Director and/or Program Manager; provide support to user groups to meet their recreational site needs.
5. Foster community partnerships, assist community organizations, cultural groups, civic clubs, and others in use of facilities; manage and schedule facility rentals; perform outreach, networking and social media outreach within the community.
6. Event Liaison: As assigned, effectively communicate with other departments, including Public Works, Police, and Electric to coordinate all requests from outside agencies or organizations hosting events in the Township; serves as point-of-contact for internal and external customers to coordinate requests and needs for events.
7. Sponsor Relations: foster and maintain sponsorships for programs and events; assist with obtaining sponsorships from local businesses and negotiate benefits and donation levels; coordinate with sponsors for logos and artwork; work with the Program Manager to promote sponsors.
8. Administrative support: create, file, safeguard, and destroy documents appropriately, including facility and current program files; generate reports, agreements, correspondence, schedules, and assigned payroll responsibilities; update mailing lists.
9. General office: organization and inventory of equipment and supplies; ensure rental facilities are in acceptable condition to rent and clean, when necessary (floor, bathroom, and kitchen); assist with event preparation and set up.

Knowledge, Skills and Abilities

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a defined period of time in order to successfully perform the assigned duties.

General Knowledge of:

- Parks and recreation administrative methods, techniques, and service delivery.
- Principles and practices of recreation program/event planning, development and implementation.
- Methods of special event planning and coordination.
- Coordinating, maintaining and scheduling facilities.
- Design and development of marketing materials and program/event promotion.
- Appropriate public relations and customer service practices.
- Office procedures and equipment including computers and applicable software applications such as word processing, spreadsheets, presentation, graphic design and social media.
- General financial procedures, including basic budgeting and community outreach.
Professional correspondence and basic report preparation.
- Supervisory practices and procedures, including training and evaluation.
- Municipal functions to ensure inquiries are directed to the appropriate department.
- Department program offerings and ongoing local programming provided by other organizations.
- Safety practices and procedures for recreational programs

Skills:

- Computer operation which may include but not limited to word processing, database, basic graphic design, website, and recreation software.
- Creativity, initiative, enthusiasm and strong work ethic.
- Strong organizational and self-management skills.
- Customer service oriented.
- Strong verbal and written communication skills.

- Effective listening, inquiry and feedback skills.
- Diverse technical skills.

Ability to:

- Carry out, coordinate and complete diverse assignments within the prescribed limits.
- Provide departmental support as needed.
- Work on multiple projects simultaneously.
- Develop, organize, and implement assigned programs, activities, events, tournament/league play, etc. as assigned.
- Evaluate programs and services, make recommendations and follow through with a plan of action.
- Assist in the promotion of Township sponsored programs and events including but not limited to social media, website, graphic design and community outreach.
- To work with and plan for a variety of age groups, interests and abilities.
- Establish effective relationships with employees, management staff, general public, vendors, program providers and others providing services for the Township.
- Be flexible and manage change, multi-task, organize, and prioritize.
- Exercise sound and mature judgment with courtesy and tact.
- Respond tactfully to complaints, concerns and questions, and appropriately direct response or take appropriate action to resolve the situation or inquiry.
- Work with resources in a cost-effective manner.
- Prepare assigned program/event budgets and reports and present facts and ideas in a clear and organized fashion.
- Engage community support and volunteers as assigned.
- Use effectively standard office equipment including but not limited to computers, applicable software applications to achieve defined outcomes.
- Represent the Township in a responsible, positive and professional manner in all work-related circumstances.

Physical Demands and Work Environment

Environment: Work is performed in a standard office environment as well as at both indoor and outdoor facilities; may include travel to different locations; may be exposed to inclement weather conditions and work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive interaction which may include angry or upset individuals, and resolution of a stressful situation. Responsibilities may involve working alone and require the ability to work independently and efficiently.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information. Often requires moderate lifting of supplies (15-50 lbs.) when assisting with programs.

Schedule: Work hours are as scheduled and may include some weekends, evenings and/or occasional holiday. Hours are limited to 28 hours per week, not to exceed 30 hours.

Education/Experience

- Bachelor’s degree in recreation management, leisure services and a minimum of two (1) years cumulative program/event experience (preferred).
- Bachelor’s degree in a closely related field and a minimum of two (2) years cumulative experience planning and conducting community programs and/or assisting with development of projects/events.
- Any combination of education and experience which demonstrates the skills, knowledge and abilities listed herein and a minimum of two (3) years related experience.

Other Requirements

- A valid driver’s license and is available to work, days, evenings and weekends.
- Current; PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment physical and drug/alcohol screening.
- CPR/First Aid certified or ability to obtain certification.

Application / Selection Requirements:

Required: Township employment application, resume and cover letter, oral interview, reference check, criminal history background check, physical examination/screening.

Statement of Understanding:

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.