



POSITION DESCRIPTION

Job Title: Part-time (PT) Parks and Recreation Coordinator

Department: Town Administration

Date: 4/4/2023

FLSA Status: Non - Exempt

Bargaining Status: Non-Union

Expected Hours: 20-25 hours per week.

Expected Hourly Pay Range: \$18-20 per hour.

JOB DESCRIPTION

The Parks and Recreation Coordinator of the Town provides the overall administration and park and recreation management under the general supervision of the Town Manager. The Parks and Recreation Coordinator is responsible for overseeing operations pertaining to parks, open space, recreation, building, and structures to develop and administer recreation programs, services, and special events for Town residents. They will be responsible for promoting and supporting varied recreation and athletic activities suited to the interest level of potential and existing residents of the Town.

Participating as a supporting member of the Town's management team they will assist in the preparation and administer the annual department budget and assist in applications for alternate forms of funding for the overall needs of the Town such as grants and local fundraising. The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs. Work is primarily performed during regularly scheduled hours but may involve additional hours as needed. Attendance at some evening meetings and weekend events is required.

JOB SUMMARY

This is a non-exempt part-time position. The Parks and Recreation Coordinator supports the Town Manager by providing assistance, direction, and general administrative oversight of the Town's Parks and Recreation needs. Additional responsibilities include assisting with budgeting and performing other clerical duties to support the Town's Park and Recreation needs.

DUTIES AND RESPONSIBILITIES

- Organizes and supervises an efficient administration of the Town's Parks and

Recreation programs and maintains complete and accurate records of Town Parks and Recreation activities, services, and property.

- Plans and implements new and existing recreation programs and special events such as Community Day and Winterfest.
- Handles reservations of park facilities and fields. Works with youth and adult sport organizations to coordinate field use.
- Responds to inquiries and complaints from the public related to Parks and Recreation facilities and programs.
- Establishes, reviews, and coordinates programs and procedures so that Town's Parks and Recreation services are maximized and delivered at a reasonable cost.
- Establishes and maintains cooperative planning and working relationships with other local community agencies such as governmental, voluntary, and private, and with state, regional, and national agencies concerned with recreation, parks, conservation, and related fields.
- Seeks assistance and potential aid from County and State agencies in the form of grants or aid for programs and activities.
- Attends pertinent training and development programs.
- Attends Town Council meetings, Activity Advisory Committee meetings, departmental staff meetings and other meetings as required.
- Prepares and issues regular and special reports for use by Town Administration Staff and Town Council.
- Recommends Parks & Recreation Ordinances and Regulations and enforcement of same as necessary.
- Coordinates municipal efforts in open space, conservation, and beautification.
- Works in conjunction with the Town Manager and Public Works Department to assure that all Town Park and Recreation facilities are kept in good repair.
- Attends civic club meetings, churches, schools, and other community organizations to explain activities and functions of the Town's Parks & Recreation needs and to establish effective public relations.
- Directs, controls and accounts for the expenditure of department programming funds

in accordance with budget appropriations and supervises the keeping of complete financial records for the department programs.

- Prepares and justifies budget estimates, work programs and supporting data concerning recreation and parks functions for submission to the Town Manager and Town Council.
- Prepares short and long-term project and program recommendations for the annual and capital budgets.
- Recommends establishment of necessary fees and charges for various department services and supervises their use.
- Helps prepare and recommend adoption of long-range and immediate plans, in cooperation with the Town Manager and/or the advice of the Activities Advisory Committee to meet Town needs for adequate recreation and open space facilities, programs and personnel.
- Performs related work as required including working with other Town Employees to answer general requests from the public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in office settings and outdoors. Routine outdoor work is required to traverse various recreation construction sites, and remote public works facilities. Hand- eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is occasionally required to stand, walk, use hands to finger, handle, feel or operate objects, tools or controls, and reach with hands and arms. The employee is occasionally required to sit, climb or balance, stoop, kneel, crouch, or crawl, talk or hear and smell. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust 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; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker may be subject to adverse environmental conditions, to visit sites, operations or perform inventories and related tasks.

QUALIFICATIONS

- Coursework in Parks and Recreation Administration, Public Administration, or similar field
- Prior experience in a position conducting recreation activities for a community recreation program or experience in a community recreation program in lieu of bachelor's degree.
- Possession of a valid Pennsylvania driver's license during tenure of employment
- PA Child Abuse History Clearance
- Excellent verbal and written communication skills
- Solid organizational and multitasking skills
- The ability to work independently as well as in a team setting.
- Proficient with Microsoft Office Suite.

HOW TO APPLY

Interested candidates should submit a cover letter and resume to employment@townofmccandless.org. Resumes will be reviewed immediately and continue until the position is filled. The Town of McCandless is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. The Town of McCandless does not discriminate on the basis of race, color, religion, marital status, gender, national origin, ancestry, age, physical or mental disability, pregnancy, genetic information, veteran status, or any other status protected under federal, state, or local law.