

EAST LAMPETER TOWNSHIP

POSITION DESCRIPTION

TITLE: RECREATION DIRECTOR
DEPARTMENT: ADMINISTRATION

GENERAL SUMMARY: Under the supervision of the Township Manager, develop, operate and manage a program of Recreation opportunities for the community in response to identified recreation service requests. These may include things such as youth summer recreation, adult classes, senior gatherings and community events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Recruits, trains and supervises seasonal part time staff, interns and volunteers performing recreation program tasks at assigned facilities.
2. Develops, schedules and markets the delivery of high-quality community recreation, athletic, instructional programs and services for residents of all ages including the delivery of community special events. This duty includes the development of security plans for each program focused on the security of participants and staff.
3. Works closely with the Township's Park & Recreation Board, Township staff and community volunteers to execute recreation programs, services and community events.
4. Develops and recommends Recreation related policy and programming with the Township Park & Recreation Board and makes recommendations regarding the development of recreation facilities, including recommendations regarding the timely use of Park & open space fees paid through the new development process.
5. Works to implement the recommendations of the Conestoga Valley Regional Parks and Recreation plan identified objectives to meet the residents' needs for recreation programming.
6. Works closely with the Conestoga Valley School District for the use of facilities and the conduct of recreation programs.
7. Works closely with Township Public Works Park Maintenance staff to identify maintenance, accessibility, repair or replacement needs in Township facilities used for recreation programs.
8. Oversees the scheduling and rental of Township recreation facilities including ballfields and pavilions.
9. Prepares, recommends and after adoption manages an annual budget for the Recreation programs to be operated in the coming year and forecasts 2 -3 years of

recreation program operations revenues and expenditures. This also includes the identification and development of appropriate revenue sources to support recreation programs and community events. These revenue sources may include participation fees, donations and grants.

10. Identifies grant opportunities and writes grant proposals / applications for the planning, development and renovation of recreation areas, facilities and program funding.
11. Develops, recommends and after adoption implements a schedule of participant program fees for established programs annually and for new programs prior to their initiation.
12. Within established Township policy, solicits sponsorships, donations and fund-raising activities for recreation programs and community events.
13. Works with Township Communications staff to develop and implement effective communication strategies to inform the community and promote Township Recreation programs and Community events through social media, Township web site and Township Newsletter. Also, develops and prepares print and digital flyers, program guides, brochures and an annual report.
14. Establishes and maintains close working relationships with the Conestoga Valley School District, other Township based educational organizations, community businesses, community service organizations, Churches, area municipalities and others to foster a positive community atmosphere through recreation programs and community events.
15. Periodically conducts assessments of community needs and participant surveys to seek broad input on the type, quality and quantity of recreation programs and community events and to work on their improvement.
16. Responds to complaints and concerns received regarding any aspect of recreation programs and community events with the goal of achieving a high level of community satisfaction.
17. Whenever possible, shares the value and benefits of recreation programs and services and community events with the public in order to build advocacy for and community involvement in programs and events through volunteerism and support.

JOB SPECIFICATIONS:

*indicates developed after employment

Education / Employment: Any combination of education and experience which indicates possession of the skills, knowledge and abilities listed below. An example of acceptable qualifications for this position is completion of a Bachelor's degree from an accredited college or

university with a major in Parks and Recreation Management or related field with a minimum of two (2) years of work experience in the operation of recreation programs or a combination of education, training and / or experience that provides an equivalent background to perform the essential duties and responsibilities. Possession of the Certified Park and Recreation Professional certification is preferred.

Knowledge:

Thorough knowledge of scope and purpose of Township programs and services.*

Thorough knowledge of computer systems, including database and spreadsheet.

Thorough knowledge of Township policy and procedure.*

Thorough knowledge principles, practices, current issues and trends, regulations and techniques related to recreation programs and community events.

Knowledge of available grants for recreation programming and recreation facility acquisition and development.

Knowledge and understanding in marketing of recreation programs.

Skill:

Computer operation.

Must have a valid drivers license.

Abilities:

Ability to organize and operate recreation programs and special community events.

Ability to research and identify potential funding sources for programs and events.

Ability to understand effective marketing, public relations and the promotion of recreation programs and facilities.

Ability to positively convey the benefits and value of parks and recreation services to municipal officials, community organizations, business leaders and the general public.

Ability to assist the Township Park and Recreation Board with their duties.

Ability to recruit and inspire community members to volunteer to assist with recreation programs, services and community events.

Ability to work under pressure while planning, organizing and prioritizing multiple work activities to meet established deadlines.

Ability to be self motivated and work effectively with little supervision.

Ability to communicate effectively with and resolve complaints, inquiries and requests from the public.

Ability to solve problems, think strategically, have a positive influence on others and to foster teamwork to accomplish results.

Ability to produce high quality work reflecting attention to detail and accuracy.

Ability to read, write, speak and understand the English language.

Ability to use tact to avoid unnecessary friction and obtain cooperation from others.

Ability to prepare concise reports and make effective written and oral presentations.

Ability to develop effective relationships with managers, staff, elected officials, representatives of governmental regulatory agencies, design professionals and the public.

Ability to analyze data and make recommendations.

Ability to apply mathematical and statistical principles in analysis of data.

Ability to sit and operate a keyboard for extended periods of time.

Ability to exert physical effort which may involve lifting, carrying, pushing and / or pulling objects and materials of up to 25 lbs.

Working Conditions:

Work is generally performed alone in a normal office environment but may involve frequent interruptions. Work requires attendance at meetings outside of the Township offices and at evening meetings. Work will regularly require riding in a car, being outside, walking, lifting and climbing. Work will require bending, twisting and climbing. Work will at times involve exposure to dust, fumes, noise, dampness, cold and / or heat. Work may require some scheduled hours on weekends and some evenings. This is a full time position based upon a schedule of 40 hours / week.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by a person assigned to this position. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required to perform the job. The position description does not constitute an employment agreement and is subject to change by the Township when needs of the Township and requirements of the position change.

REPORTS TO:	Township Manager
SUPERVISES:	Seasonal part time recreation staff
DATE:	July, 2023