

Recreation Department Program Coordinator

The Upper Providence Township Recreation Department is seeking a full time **Program Coordinator** to oversee various programs and activities. This individual will be largely responsible for developing and implementing a comprehensive plan to meet the needs of the Township recreation programs. The applicant will be responsible for the preparation, administration, and monitoring of all activities and will supervise day-to-day on-site operations. Program areas include, but are not limited to, arts & crafts, sports, special events, cultural arts, outdoor programming, summer camp, etc. This position entails particular knowledge of the many aspects of conducting several specialized recreation programs and activities. Applicants for this position must possess strong leadership and supervisory skills as well strong administrative abilities and a creative mind. The successful candidate will also be responsible for the operations of a planned new recreation center and year around programming for the center.

The applicant should possess a Bachelor's degree in Parks and Recreation or a closely related field. The applicant must possess at least two years of job/volunteer experience in recreation, have a current PA Driver's License, and must be certified in CPR/First Aid or have the ability to obtain these certifications prior to the start of employment. All candidates must pass a pre-employment drug screen, criminal background check, and child abuse clearance in order to be considered for the position.

The **Program Coordinator** will work under the supervision the Township Recreation Director, and will work closely with volunteers, outside organizations, seasonal staff, program participants, and parents. The successful candidate will be responsible for the supervision of all seasonal staff and volunteers while on duty, and therefore must have the ability to work under time constraints and be capable of multi-tasking. This person must also be able to work independently as well as part of a team.

ADDITIONAL JOB FUNCTIONS:

- ❖ Coordinates, plans and schedules program activities
- ❖ Maintains proper documentation, appropriate records and prepares reports as needed
- ❖ Secures, schedules, assigns and oversees instructors, staff, and volunteers
- ❖ Prepares orders of equipment and supplies to ensure adequate inventory for programs
- ❖ Acts as a resource and contact person for seasonal staff and department personnel
- ❖ Acts as a chaperone for camps, programs, and playground field trips
- ❖ Markets and advertises programs and special events
- ❖ Evaluates each program, trip, special event, project, etc.
- ❖ Recommends and carries out new ideas and activities within the summer programs and the department

The rate of pay for this position is \$15.00 per hour. All applicants are required to be available for work beginning at 8:00am through 4:00pm, Monday through Friday along with some additional nights and weekend work depending on the season (for example, Movie in the Park, and Concert series.).

To apply, please send a completed Township application form and resume to: Susan Barker, Director of Recreation, Upper Providence Township, P.O. Box 406, 1286 Black Rock Road, Oaks, PA 19456. Phone: 610-933-9179.
Email: Sue@uprov-montco.org