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| Description: TWPLOGO  ***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 a variety of technical and confidential programming support duties, and will be expected to develop methods and routines for the completion of all assigned tasks.. The ***Recreation Program Coordinator*** will report directly to the Recreation Superintendent.  The duties of the ***Recreation Program Coordinator*** include (but not limited to):   * Responsible for the establishment, supervision and evaluation of UMPR programs. * Assists with the hiring, training, supervising, and evaluation of part-time program staff and contracted instructors. * Ensures all program instructors have the appropriate certifications and appropriate clearances. * Responsible for all managing and schedule 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 general public regarding the programs and services provided by UMPR. * Maintain 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, ability to stay calm and have excellent problem-solving skills. * Assist Recreation Superintendent in the development of classes, schedules, and implementation of activities, programs, and coordinates with the creation of programs for facility usage. * Assists in the development of short- and long-term plans; gathers and prepares information for studies and reports; and makes presentation and recommendation 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 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 certification is 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. * Maintains 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 certified or ability to obtain certification.   **Work Hours:**   * 35 hours per week. * Some nights and weekends which coordinate with on-going programs are required.   **How to Apply**:   * For immediate consideration, applicants should complete an employment application by visiting <https://www.umtownship.org/?wpfb_dl=3158> and submit the **full job application, cover letter and resume** via email to: [hr@umtownship.org](mailto:hr@umtownship.org). **Applications will be accepted until positions are filled.**   **Equal Opportunity Employer** |
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