|  |
| --- |
| 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. **Applications will be accepted until positions are filled.**

**Equal Opportunity Employer** |
|  |