

DEPARTMENT: ADMINISTRATION

JOB TITLE: PARKS AND RECREATION DIRECTOR

IMMEDIATE SUPERVISOR: TOWNSHIP MANAGER

**PRIMARY FUNCTION:**

This employee will be primarily responsible for directing the parks and recreation programming and facilities for the Township. Additionally, this department head is responsible for facilitating the functions at the Chartiers Township Community Center, including, but not limited to building rental, programming and coordination. This function includes the opening and closing of the facility for renters and special events, as well as onsite supervision and assistance during the same when required. Work extends to include promoting and supporting varied recreation and athletic activities suited to the interest level of potential and actual patrons throughout the Township park system.

The duties of this position includes assisting in various aspects of Township recreational needs. In addition to the Chartiers Township Community Center facilitating, this employ will be required to perform other administrative duties as assigned.

The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs. This position is Managerial in nature and is an exempt position in regards to the Fair Labor Standards Act.

**WORK PERFORMED:**

1. Must keep office hours as established by the Township Manager, and open and close facility during said hours.
2. Promotes the public use of this recreation facility and areas, and equipment for group and individual activities, recreation and relaxation through a continuing program of public education.
3. Develops, plans and implements parks and recreation programs with review by the Township Manger and approval by the Board of Supervisors. This includes financial viability of programs and continued evaluation of program success from a financial and participation standpoint.
4. Actively markets facility rental and use through various means including, but not limited to: advertisements, flyers and social media. The employee is expected to seek other, particularly week-day / evening use of the facility by corporate entities and other user groups for meetings, conferences, events and programs.
5. Procedure and rental protocol development and implementation and revisions.

4. Processes designated park facility rental inquiries and applications as well as subsequent reservations. This includes, but is not limited to telephone inquiries and reservations, arranging onsite visitation by potential renters, scheduling of facility rental and mailing of information packets and rental contracts to potential renters, as well as processing successful rental applications and satisfying their needs.
5. Responsible for advising the Township Manager and Public Works Director of basic building and park facility maintenance needs in a timely manner.
6. Oversees Parks and Recreation Staff and advises the Township Manager of any disciplinary issues.
7. Makes staffing recommendations to the Board of Supervisors in consultation with the Manager for staffing levels, hiring and salary.
8. Assists the Chartiers Township Senior Citizens with their weekly and monthly meetings as requested and within reason.
9. Handles class, event and program registration.
10. Maintains cooperative working relationships with other Township employees and departments and with local community agencies--governmental, voluntary, and private, and with state, regional, and national agencies as directed by the Township Manager.
11. Prepares Parks and Recreation and Community Center budgets, administers and monitors the same.
12. Maintains systematic, complete, and accurate rental records.
13. Maintain responsibility for cleanliness and appearance of recreational areas before, during and after programs, special events and rentals.
14. Prepares and issues regular and special reports for the Township Manager and / or his or her designee.
15. Create original programming opportunities for community use of the Community Center on a regular basis to help meet facility operating costs and increase resident exposure to and use of the facility.
16. Works in conjunction with the Director of Public Works to assure that all department facilities are kept in good repair.
17. Recommends Parks and Recreation Regulations and enforces the same.

18. Responds to inquiries and complaints related to Parks and Recreation programs and facilities.
19. Establishes and develops a program for continuing use of volunteers in the recreation program.
20. Performs other work as directed.
21. Serves as staff liaison to the Parks and Recreation Board and Parks Committee.
22. Attends, and often oversees parks and recreation events.

**PERIODIC DUTIES:**

1. Attends pertinent training and development programs.
2. Works long hours and/or most Saturdays and Sundays, usually during the summer months and during key rental and programming activities.
3. Attends Board of Supervisors, Parks & Recreation Committee, Parks Committee and Friends of the Park meetings, when requested by respective Committee Chairman and /or Township Manager and / or his or her designee.
4. All other duties as assigned.

**REQUIRED TRAINING, EXPERIENCE AND SKILLS:**

Experience in recreational programming and facility management. Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Administration or Hospitality field, Master's degree desirable; and two years full-time, proven, successful Parks & Recreation or Hospitality experience of a progressively responsible nature; or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

Thorough knowledge of facility rental and special events coordination.

Some knowledge of the principles and practices of first-aid.

Ability to establish and maintain effective working relationships with other employees and staff personnel, with participants and with the public.

Ability to assist in the development of Township participation and interest in activities through an active public relations program.

Ability to successfully market and promote the Community Center, its assets and opportunities.

Assist in the development and execution of well-rounded and responsive programs of recreational activities.

Ability to improvise and innovate programs and equipment with the tools and resources on hand.

Possession of a valid PA driver's license.

Ability to understand, produce and monitor basic finance procedures and reports.

Ability to express ideas clearly and concisely, both orally and in writing, in person and before large or small groups as well as on television or the telephone.

Physical strength and fitness sufficient to perform assigned duties efficiently, including lifting, very active work activities and play.

## **PHYSICAL DEMANDS**

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 the Community Center primarily. Many of the duties will be in an office setting but some may be outdoors. Hand-eye coordination is necessary to operate computers and various pieces of office equipment, as well as a wide variety of mechanized equipment and tools.

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.

**LICENSE, CERTIFICATES AND CLEARANCES**

1. Possession of a valid Pennsylvania Driver’s License during tenure of employment.
  
2. Possesses the required Act 33 and PA Act 153 clearances, specifically:
  - PA Child Abuse History Clearance
  - PA State Police Criminal Check
  - FBI Criminal Background Check
  
- 3.

**ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:**

The duties listed in the above job description are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

The job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Township Manager \_\_\_\_\_ Date \_\_\_\_\_

Community Center Manager \_\_\_\_\_ Date \_\_\_\_\_