

DEPARTMENT: PARK AND RECREATION

JOB TITLE: PROGRAMMING and RENTAL COORDINATOR

IMMEDIATE SUPERVISOR: PARKS AND RECREATION DIRECTOR

PRIMARY FUNCTION:

This is a part-time non-exempt, at-will position within the Parks and Recreation Department. This employee will be primarily responsible for assisting the Parks and Recreation Director with facilitating the functions at 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, programs and special events, as well as onsite supervision and assistance during the same. 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. This work is performed under the supervision of the Township Parks and Recreation Director.

The duties of this position includes assisting in various aspects of Township recreational needs. In addition to Chartiers Township Community Center facilitating, this employ will be required to perform other administrative duties, to alleviate the workload of the Township Parks and Recreation Director.

The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs.

WORK PERFORMED:

1. Handles class, event, and program registration.
2. Assists the Parks and Recreation Director in program development.
3. Must keep office hours as established by the Township Manager, and open and close facility during said hours.
4. Attends parks and recreation events as directed by the Parks and Recreation Director.
5. Opening and closing of designated park facilities, particularly the Community Center and onsite supervision and assistance during facility rental and special events.
6. 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.

7. Responsible for cleaning Community Center before, after, and/or in between event rentals and special events.
8. Responsible for advising the Parks and Recreation Director of basic building maintenance needs in a timely manner.
9. To create and maintain a usable mail list to advise the community of Parks and Recreation Department activities and opportunities.
10. Establishes and develops a program for continuing use of volunteers in the recreation program.
11. Helps to promote the public use of recreation facilities, areas, and equipment for group and individual activities, recreation and relaxation through a continuing program of public education.
12. 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 Parks and Recreation Director.
13. Maintains systematic, complete, and accurate records as directed by the Parks and Recreation Director.
14. Maintain responsibility for cleanliness and appearance of recreational areas before, during and after programs, special events and rentals.
15. Serves as support for Township Parks and Recreation Department on a variety of issues as necessity dictates
16. Assists the Parks and Recreation Director with special events and / or projects as necessary.
17. Works evenings and weekends to accommodate class and rental need as scheduled.
18. Performs other work as directed.

PERIODIC DUTIES:

1. Attends Parks & Recreation Board meetings, when requested by Parks and Recreation Director, Township Manager and / or his or her designee.
2. Attends pertinent training and development programs.
3. May be required long hours in the evenings and/or Saturdays and Sundays as need arises, usually during the summer months and during key programming activities.

REQUIRED TRAINING, EXPERIENCE AND SKILLS:

Experience in recreational programming and facility management. High School Diploma is required. Graduation from an accredited college or university with a Bachelor's degree in Parks and Recreation Administration, Master's degree desirable; and two years, proven, successful Parks & Recreation experience or any equivalent combination of education and experience which provides the following knowledge, skills and abilities:

Possess Act 33 and Act 34 clearances, in accordance with PA State law.

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 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.

Valid PA driver's license to operate all typical parks and recreation vehicles.

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.

Ability to setup/tear down event layouts for rentals. Must be able to lift at least 50 lbs.

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 office settings and outdoors. Routine outdoor work is required to traverse various land use developments, recreation construction sites, and remote public works

facilities. 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 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.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Immediate Supervisor _____ Date _____

Incumbent _____ Date _____