

# Lower Makefield Township

## Job Description

Job Title: Recreation Program Manager

Department: Parks and Recreation

Supervisor: Monica Tierney, Parks and Recreation Director

### Position Summary:

Develops innovative programming based on the communities needs and assists the Director in the facilitating the use of the Township Parks and Recreation assets.

### Specific Duties:

- Maximize the usage of our facilities and parks through a variety of innovative Recreational Activities and Programs that meets the needs of the Lower Makefield Community.
- Does related research and development to determine which recreational programs should be offered at our various facilities, including the Community Center, 5-Mile Woods, Memorial Park, Macclesfield Park, and The Dog Park.
- Evaluates programs for effectiveness and improvements. Adjusts when necessary.
- Develops the schedule, manages registration and all employee and registrant paperwork relating to Summer Camp.
- Assists Director in organizing, scheduling, enforcing rules, and assist with overseeing day to day operations.
- Manages all facility reservations at the Community Center. Coordinates with maintenance staff for set up and teardown.
- Keeps records all programs, activities and attendance and submits quarterly reports to the director.
- Maintains supplies inventory by checking stock to determine inventory level; anticipating needed supplies; placing and expediting orders for supplies; verifying receipt of supplies.
- Creates and revises systems and procedures by analyzing operating practices, recordkeeping systems, forms control, and budgetary and personnel requirements; implementing changes.
- Responsible for program registration, point of sale, facility booking and membership registration.
- Coordinates with the Youth Committee and Special Events Committee regarding community opportunities.

- Conducts and attends a variety of trainings, staff meetings and community recreation meetings as needed.
- Responsible for answering phone calls, organizing and filing paperwork.
- Assists when needed for larger events and programs.
- Contributes to team effort by accomplishing related results as needed.

## Qualifications:

- 2 Years' Experience in the administration of recreational activities and facilities.
- Bachelor's degree in recreation, leisure, or associated field
- Certified Parks Professional
- Proficient in Microsoft Excel, Word and PowerPoint, Capture Point
- Ability to communicate clearly and concisely, both orally and in writing
- Strong organizational skills with attention to detail
- Ability to work with others as well as independently
- Primary duties will be conducted during the business day but a good candidate will be willing to work weekends, evenings or holidays when needed.
- Dependable and Reliable

11/5/2019