



WE ARE HIRING!

**Join our team and seize the opportunity to excel
as a Parks and Recreation Program Manager:**

About Us:

Nestled in Bucks County, Lower Makefield Township is renowned for its excellent school district, 802-acre parks and recreational system, and high quality of life. From sports fields and aquatic centers to community center and a 26.4-mile trail system (with plans for expansion), the township has everything you need to stay active and engaged. The Delaware River, creeks, greenways, and farmland provide the perfect backdrop for outdoor activities, which have been incorporated into the parks and open spaces.

Vision:

"Play for All" is our guiding principle for parks and recreation in Lower Makefield Township.

Mission:

The Parks and Recreation Department is committed to providing top-notch parks and recreation facilities and services for all residents via three key themes:

HEALTH: Improve physical health, mental health, and overall quality of life by offering safe and accessible facilities and open space.

ENVIRONMENT: Act as environmental stewards through responsible use of the natural environment and protect and maintain Parks and Recreation assets.

COMMUNITY: Create opportunities for the community to connect through a wide variety of partnerships, programs, events, and classes.

An Accredited Agency:

Lower Makefield Township is the only Commission for Accredited Parks and Recreation Agency in the state of Pennsylvania. This accreditation is a commitment to excellence in all areas of Parks and Recreation.



About the Program Manager position:

Our Parks and Recreation Department is seeking a dedicated individual who can lead community-driven programming. As a Parks and Recreation Manager, you will be responsible for planning, implementing, coordinating, and supervising a variety of recreation programs, events, and activities. Your duties will include planning and scheduling recreational activities, as well as recruiting, coordinating, and supervising the work of contractors and volunteers.

Primary Duties:

Maximizing the usage of our facilities and parks is essential catering to the needs of the Lower Makefield Community. We seek a dedicated Recreational Program Manager to help us achieve our goals. The Recreational Program Manager will be responsible for the following:

- Manage all program contractors while ensuring contracts are up to date and certifications and insurance are current.
- Seek new contractors with skills that can meet the needs of Lower Makefield Township residents.
- Organize Summer Camp and all related camp registration, human resource support, and scheduling before the camp season.
- Provide staff support to the Summer Camp Director during the summer camp season.
- Perform 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.
- Evaluate programs for effectiveness and improvements, adjust them when necessary.
- Maintain a program service matrix to ensure that Lower Makefield Township meets the community's needs.
- Responsible for sponsorship and fundraising for special events and programs.
- Assist the Director in organizing, scheduling, enforcing rules, and overseeing day-to-day operations.
- Keep records of all programs, activities, and attendance and submit quarterly reports to the director.
- Ensure programs are available for registration no less than one month before registration.
- Responsible for program registration, point of sale, and membership registration.
- Act as a staff liaison to the Youth Committee and Special Events Committee.
- Conduct and attend training and attend Park and Recreation Advisory Board meetings as needed.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties as assigned.



Position Qualifications:

- 2 Years' Experience in the administration of recreational activities and facilities.
- Bachelor's degree in recreation, leisure, or associated field
- Certified Parks and Recreation Professional preferred (Certification must be obtained in the first year of employment.
- 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

Salary and Benefits:

The salary for this role is between \$55,000 and \$62,000 per year. Upon acceptance of the position, the successful candidate will be subject to a six-month probationary period which commences on their first day of employment.

Employees are granted two personal days and accumulate 1.5 sick days every month, up to a maximum of 120 days. They are also entitled to 13 paid holidays, and if they already have health care, they can choose a health care cash-out provision. After completing the probationary period, employees gain two week' vacation time.

The Township 401(a) Defined Contribution Pension Plan is included with the position, which allows employees to contribute up to 6%. The Township will match dollar for dollar. Additionally, the employee can participate in the 457 Deferred Compensation Plan, where the Township will match up to \$1,700 per year.

This position comes with short-term and long-term disability, life insurance at a value of \$100,000 provided by the Township, and the option to purchase additional life insurance.

**Apply now and become a valuable asset
to our dynamic team!**

Email: monicat@lmt.org

