



Borough of West Chester

Human Resources Office

401 East Gay Street ▪ West Chester, Pennsylvania ▪ 19380

Telephone: 610-436-1461 ▪ Facsimile: 484-631-1311

JOB ANNOUNCEMENT

Part-Time Seasonal Program Coordinator

Introduction

This position is within the Parks and Recreation Department and is directly supervised by the Parks and Recreation Director. All duties are performed in accordance with Borough of West Chester Policies and guidelines. All issues or concerns that may arise are to be directed to the Parks and Recreation Director.

The function of the Program Coordinator is to perform the described duties.

Duties

1. Assist the Director in planning and implementing annual events.
2. Responsible for developing and implementing programs including Youth Programs, Adult Programs, Bus Trips, Full & Half-Day Summer Camps, and weeklong sports/arts camps, and other various programs/classes.
3. All camps are 3rd party subcontracted using Borough facilities.
4. Contacting instructors, facility requests, and writing instructor contracts.
5. Assist in the preparation, editing, of online registrations.
6. Prepare and/or assist with the design and execution of event marketing materials, posters, and social media.
7. Social Media marketing and advertising experience is a plus.
8. Prepare press releases for all events.
9. Responsible for the coordinating and scheduling of field and court usage at Borough's parks.
10. Customer service duties including counter and phone work and registrations via our online registration system (www.myrec.com).
11. Experience with Recreation related online registrations is a plus.
12. Organize and schedule volunteer community service for assistance with events.
13. Perform other related duties assigned by the Director.

For these routine duties, the Program Coordinator will be made aware of all deadlines and the normal order in which they should be completed.

Requirements

The Program Coordinator position requires related experience in the field of Parks and Recreation, or knowledge of recreational activities and events. The Program Coordinator must be able to deal tactfully and effectively with individuals, both on the telephone and in person. The Program Coordinator must be flexible and able to work weekends and nights. The Program Coordinator must possess strong leadership and communication skills. Knowledge of and experience with the Microsoft Office Suite (Word, Excel, Access, and Outlook). The Program Coordinator must possess a valid Pennsylvania driver's license. The Program Coordinator must agree to all PA criminal records checks and PA Child Abuse Clearance.

Hourly rate range \$22.00 - \$24.00 per hour, commensurate with experience.

Dates: March 27, 2023 – December 2, 2023

Hours: Generally, Monday to Friday 9:30 am to 4:00 pm with 30-minute lunch break

Hours will vary pending events, programs, trips, and meetings.

Essential Functions

1. The incumbent must be physically able to perform light physical labor i.e., lifting, carrying and moving supplies, and posting tents at various festivals, etc. up to 50lbs.
2. The incumbent must be physically able to operate standard office equipment i.e., computers, copy machines, fax machines, etc.
3. The incumbent must be able to maneuver around recreational events, areas, and equipment. Ability to multi-task is required.
4. The incumbent must be able to operate a vehicle.

The incumbent must be able to process and produce required reports.

Job Details

Category: Parks & Recreation

Salary: \$22.00 - \$24.00 per hour

Posted: January 18, 2023 – March 27, 2023

How to Apply: <https://west-chester.com/Jobs.aspx>