

Township of Falls

BUCKS COUNTY, PA



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Office of Parks & Recreation

Board of Supervisors

Jeff Boraski
Jeffrey E. Dence
Brian M. Galloway
John Palmer
Erin Mullen

EMPLOYMENT OPPORTUNITY

Falls Township Parks and Recreation is looking to hire a dynamic and creative individual to be its next Recreation Program Coordinator. The Recreation Program Coordinator is a full time position. This individual will be responsible for developing, implementing, supervising and evaluating recreational programming for people of all ages in a community setting. Prior experience managing a summer camp program and/or a community pool is strongly preferred. Starting salary is \$52,000.00 and includes an excellent benefits package. Interested candidates should email a resume and letter of interest to Sherry McGovern, Human Resources Coordinator, at s.mcgovern@fallstwp.com by February 5, 2023.

Essential Functions:

- Assist the Parks and Recreation Director in the management of all township parks and facilities, recreational programs, and special events run by the department
- Responsible for the daily management of the Summer Camp Program
- Assist the Director in recruiting, directing, training and evaluating all seasonal and part-time staff
- In the absence of the Pool Manager (s) and Director, the Program Coordinator will be responsible for the management of the Pinewood Pool
- Develops, implements, and evaluates recreation programs and activities
- Assist the Director with oversight of stakeholders, vendors, contractors, and volunteers who participate in departmental programs
- Responsible for the coordination of social media outreach/promotion of recreational programs/announcements with the Township's Public Relations Representative
- Assist the Director in seeking sponsorships for department programs/special events
- Assist the Director in researching and preparing grant applications for the department
- Assist the Director with processing payroll and online program registrations
- Assist the Director with ordering of equipment and supplies for department programs and special events
- In the absence of the Director, the Program Coordinator will be responsible for the overall management of all park operations (staffing, maintenance, programs, budget, etc.)
- Assist the Director with preparation and management of the department's annual budget
- Be available to attend monthly department/township/community meetings if necessary

Essential Qualifications:

- Must be at least 18 years of age
- Bachelor's degree in recreation administration, public administration, sport management, or related field from an accredited college or university
- A minimum of at least (2) years of progressively responsible experience in recreational programming. Experience in a supervisory/management capacity preferred
- Must have current CPR/First Aid/AED certifications or be able to obtain them immediately upon hire
- Must possess strong leadership, management, organizational, and communication skills
- Knowledge of business, personnel management, and budgeting techniques
- Must be proficient in the use of computer programs such as Microsoft Office, Publisher, Power Point, Excel, etc.
- Knowledge of the principles of supervision, training, and performance evaluation
- Ability to work well with staff, management, the Board and the public
- Ability to travel between the Township offices and various township parks and other locations within and outside the township
- Ability to work some evenings and weekends (when required) for scheduled meetings, events, and recreation program offerings
- Valid driver's license and good driving record required

Physical Requirements/Demands/Work Environment:

- Must have the physical ability to perform essential functions of the job, including some hands-on physical work
- Be able to walk, stand, sit or hear, handle office implements and paperwork frequently
- Occasionally required to climb, stoop, kneel, bend, crouch or crawl
- Work will be conducted both indoors and outdoors (sometimes in inclement weather)
- Must be able to occasionally able to lift items up to 50 pounds
- May be exposed to gases, chemicals, fumes, odors, mists, dusts, and other hazardous materials

******This job description is intended to convey the general nature and level of work performed by employees in this position and is not intended to be an exhaustive list of all duties, responsibilities, qualifications, and working conditions required******

