

**NORTH HUNTINGDON TOWNSHIP
WESTMORELAND COUNTY, PENNSYLVANIA**

JOB DESCRIPTION

JOB TITLE: **PARKS AND RECREATION COORDINATOR**

DEPARTMENT: Administration

STATUS: New Position

TERMS:

- (1) Full-time
- (2) Salary position
- (3) At-will non-union employee
- (4) Non -Exempt FLSA Stus

SUPERVISION: Township Manager

JOB DESCRIPTION

The Parks and Recreation Coordinator provides the overall administration and park and recreation management under the general supervision of the Township Manager. The Parks and Recreation Coordinator is responsible for overseeing operations pertaining to parks, open space, recreation, building, and structures to develop and administer recreation programs, services, and special events for residents. They will be responsible for promoting and supporting varied recreation and athletic activities suited to the interest level of potential and existing residents of the Township.

Participating as a supporting member of the Townships management team they will assist in the preparation and administer the annual department budget and assist in applications for alternate forms of funding for the overall needs of the Town such as grants and local fundraising. The work is subject to review through reports, conferences, observation of results, and appraisal of acceptance and popularity of programs. Work is primarily performed during regularly scheduled hours but may involve additional hours as needed. Attendance at some evening meetings and weekend events is required.

JOB SUMMARY

This is a non-exempt full-time position. The Parks and Recreation Coordinator supports the Township Manager by providing assistance, direction, and general administrative oversight of the Township Parks and Recreation needs. Additional responsibilities include assisting with budgeting and performing other clerical duties to support the Town's Park and Recreation needs.

DUTIES AND RESPONSIBILITIES

- Organizes and supervises an efficient administration of the Townships Parks and Recreation programs and maintains complete and accurate records of Parks and Recreation activities, services, and property.
- Plans and implements new and existing recreation programs and special events.
- Handles reservations of park facilities and fields. Works with youth and adult sport organizations to coordinate field use.
- Responds to inquiries and complaints from the public related to Parks and Recreation facilities and programs.
- Establishes, reviews, and coordinates programs and procedures so that Township Parks and Recreation services are maximized and delivered at a reasonable cost.
- Establishes and maintains cooperative planning and working relationships with other local community agencies such as governmental, voluntary, and private, and with state, regional, and national agencies concerned with recreation, parks, conservation, and related fields.
- Seeks assistance and potential aid from County and State agencies in the form of grants or aid for programs and activities.
- Attends pertinent training and development programs.
- Attends Township Commissioners meetings, Recreation Advisory Committee meetings, departmental staff meetings and other meetings as required.
- Prepares and issues regular and special reports for use by Township Administration Staff and Township Commissioners.
- Recommends Parks & Recreation Ordinances and Regulations and enforcement of same as necessary.
- Coordinates municipal efforts in open space, conservation, and beautification.
- Works in conjunction with the Township Manager and Public Works Department to assure that all Town Park and Recreation facilities are kept in good repair.
- Attends civic club meetings, churches, schools, and other community organizations to explain activities and functions of the Township Parks & Recreation needs and to establish effective public relations.
- Directs, controls and accounts for the expenditure of department programming funds in accordance with budget appropriations and supervises the keeping of complete financial

records for the department programs.

- Prepares and justifies budget estimates, work programs and supporting data concerning recreation and parks functions for submission to the Township Manager and Commissioners.
- Prepares short and long-term project and program recommendations for the annual and capital budgets.
- Recommends establishment of necessary fees and charges for various department services and supervises their use.
- Helps prepare and recommend adoption of long-range and immediate plans, in cooperation with the Township Manager and/or the advice of the Recreation Advisory Committee to meet the Townships needs for adequate recreation and open space facilities, programs and personnel.
- Performs related work as required including working with other Township Employees to answer general requests from the public.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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 recreation construction sites, and remote public works facilities. Hand- eye coordination is necessary to operate computers and various pieces of office equipment. 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 occasionally 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.

QUALIFICATIONS

Coursework in Parks and Recreation Administration, Public Administration, or similar field. Prior experience in a position conducting recreation activities for a community recreation program or experience in a community recreation program in lieu of bachelor's degree. Possession of a valid Pennsylvania driver's license during tenure of employment. PA Child Abuse History Clearance.

Excellent verbal and written communication skills. Solid organizational and multitasking skills. The ability to work independently as well as in a team setting. Proficient with Microsoft Office Suite.

SELECTION GUIDELINES

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

RECOMMENDED FOR APPROVAL BY:

**Harry R. Faulk
Township Manager**

Date

**APPROVED BY THE BOARD OF COMMISSIONERS ON THIS _____ DAY OF
_____, 2024.**

**Jason Atwood
President of the Board**

Date