



Job Description

- Posted: February 4, 2022
- Expires: February 18, 2022

Position: Sports and Recreation Assistant Program Coordinator

Department: Parks and Recreation

FLSA: Non-exempt

Hours: 15-20 hours per week, days and hours TBD

Wage Rate: \$13-\$15 per hour depending on qualifications and experience.

Position Summary:

This position will assist with planning, developing, implementing and supervising all phases of recreation programs with an emphasis on youth and adult sports camps, clinics and leagues. Responsibilities include but are not limited to recruiting and training instructors, assisting with supervision of part-time staff, communicating with participants, and creating schedules for clinics and leagues. Evening and weekend hours will be required.

Location:

The Sports and Recreation Assistant Program Coordinator will report to the Community Recreation and Environmental Center (9000 Parkview Drive Haverford, PA 19041) or the Haverford Township municipal building (1014 Darby Road Havertown, PA 19083).

Qualifications:

- High school diploma, GED or its equivalent.
- Ability to work independently and as part of a team.
- Demonstrated initiative and have strong problem-solving skills.
- Ability to take and comprehend oral and written instructions.
- High ethical standards and personal integrity.
- Ability to perform manual labor under varying weather conditions.
- Excellent verbal and written communication skills.
- Experience in athletics.
- Must use be well-organized with the ability to multi-task.
- Must be able to work diplomatically, courteously and professionally with individuals who may be angry, frustrated or upset.

Supervision Received:

Works under the direction of the Program Coordinator with occasional direction from the Director and Assistant Director of Parks and Recreation.

Essential Functions:

- Communicates with part-time staff and instructors about schedules and other pertinent information.
- Communicates with Recreation staff about programs.
- Communicates with program participants about program logistics and changes and responds to concerns if they arise.
- Assists with recruitment and scheduling of part-time staff.
- Assists with program preparation including, but not limited to, supply ordering, preparation, and organization.
- Assists with planning and marketing for sports and recreation programs.
- Performs other duties as assigned.

Licenses, Registrations, or Certificates Required

- Valid Pennsylvania Driver's License.

Physical Demands:

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.

While performing the duties of this job, the employee is frequently required to sit, talk, listen, to read, write and type. The employee is frequently required to bend, kneel, reach, squat, and lift frequently throughout a work shift. The employee occasionally must lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus. The employee is occasionally required to walk; climb stairs; use hands to operate, finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The work environment regularly includes working outside in varying weather conditions, as well as working a normal but busy office environment. Work occasionally involves responding to angry, frustrated or upset individuals. Position involves a great deal of bending, squatting, kneeling, climbing, reach, twisting and lifting.

Antidiscrimination Policy: It is hereby declared to be the public policy of Haverford Township to foster the employment of all individuals in accordance with their fullest capacities regardless of their race, color, religious creed, ancestry, age, sex, national origin, handicap or disability, use of guide or support animals because of the blindness, deafness or physical handicap of the user or because the user is a handler or trainer of support or guide animals, or because of a person's sexual orientation, gender identity or gender expression.

Application Procedure: Anyone interested in this position may fill out the online application at: http://www.havtwp.org/Human_Resources_Job_postings.html. Please make sure you attached your resume where asked in the online form. Cover letters are optional.

Selection Guidelines: Formal application, rating of 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.

By signing below, I, the employee, acknowledge that I have read and understand the description. I am able to meet or exceed all aspects of the job description.

Employee Signature Date

Township Manager Signature Date