



Job Description

- Posted: July 8, 2022
- Expires: August 05, 2022

Position: Program Coordinator

Department: Parks & Recreation

FLSA: Non-exempt

Hours: Typical hours are 8:00 AM to 4:30 PM, Monday through Friday (40-hours per week), with occasional evening and weeknight work required.

Salary range: \$42,000-\$48,000

Position Summary:

The program coordinator is responsible for the development and administration of year round programming including youth and adult sports camps, clinics, leagues, after school programs, summer sports camps, day camps, and other programs. The program coordinator is also responsible for recruiting instructors, handling promotion, communicating with participants, creating schedules, and training and supervising staff. The position requires excellent organizational, planning, and management skills and a great deal of latitude for exercising independent judgment in carrying out essential job duties.

Qualifications:

- Graduation from an accredited four-year college or university with a degree in recreation, public administration, recreation management, education, or related field.
- An equivalent combination of education and experience demonstrating considerable knowledge and exposure to the principles and practices of Parks & Recreation programs may be considered.
- 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 and athletics management.
- Must use be well-organized with the ability to multi-task.
- Thorough knowledge of Microsoft Office programs including Excel, Outlook and Word is required; demonstrated experience with ACTIVE recreation management software is preferred.
- 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 both the Director and Assistant Director of Parks & Recreation.

Essential functions:

- **Coordinates the planning and implementation of Recreation programs.**
- **Recruits, schedules and trains part-time staff.**
- **Communicates with Recreation staff and instructors about programs, schedules and other pertinent information.**
- **Communicates with program participants about program logistics and changes; responds to concerns as they arise.**
- **Manages program preparation including, but not limited to, planning, ordering and organizing supplies.**
- **Assists with 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, 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 50 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: Application Procedure: Anyone interested in this position may fill out the online application at:

http://www.havtwp.org/Human_Resource_Job_postings.html. Please make sure you

