



BOROUGH OF CONSHOHOCKEN

Department of Recreation Services

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Department: Recreation Services and Parks
Position: Recreation Coordinator
Reports to: Director of Recreation Services and Parks or her designee
Supervises: Evening part-time employees as assigned
Hours: FLSA Exempt Position

PURPOSE OF JOB:

The Recreation Coordinator under the guidance and direction of the Recreation Services Director will supervise, oversee, and monitor evening recreation programs, events, rentals at the Community Center at the Fel and other Borough facilities including, but not limited to athletic fields, parks.

ESSENTIAL DUTIES:

- Serves as manager and supervisor of Department operations during evening hours as assigned
- Implements and supervises recreation programs (including fitness classes)
- Responsible for facility management of Borough recreational facilities as assigned in conjunction with the Department of Public Services
- Acts as the evening primary contact for members and individuals utilizing the Community Center along with Borough parks and all other recreation facilities
- Assists instructors in preparing for classes, activities and events
- Assists in the development of programming
- Assists in the hiring, training, supervision, and evaluation of part-time and seasonal recreational staff
- Maximizes the effective use of facilities for programs and activities while maintaining the master calendar
- Registers members, guests and visitors using the appropriate rules and regulations, as well as greets and properly directs all users
- Ensures payment protocols are upheld for usage of the facility and processes payments, memberships, waivers, licenses and permits, reservations and rental requests
- Maintains and checks equipment and completes a daily task sheet following opening and closing procedures.
- Ensures the cleanliness, safety and organization of the Community Center
- Communicates professionally and effectively with staff, volunteers, participants, parents and community
- Assists in the preparation of the annual budget
- Maintains inventory and order equipment for programs and supplies as necessary
- Assists in the preparation of department publications including activity guide and compose advertising materials
- Assists public with rentals, program information and registrations, etc.
- Assists with recreation software portal including scheduling, reservations, registrations, invoicing, and point-of-sale procedures
- Enforces all Borough policies, protocols, procedures, and park rules for staff, instructors, volunteers, organizations, and rentals
- Provides support for all special events
- Maintains cooperative working relationship with other staff, supervisors, and departments.
- Complies with all Borough policies, protocols and procedures.
- Performs other administrative duties as assigned.

STANDARDS:

The employee will communicate regularly with the Recreation Services Director and assure all office and department policies, procedures, rules, protocols, and standards are met at all times. Employee performs and correctly completes assigned tasks independently and without direct supervision at all times. Work is performed in accordance and in compliance with established Borough of Conshohocken operating policies and procedures. The employee must demonstrate the ability to work well with coworkers at all times. Employee will maintain a professional and cordial manner at all times when dealing with the public and with others. Professional office conduct is required from employee at all times. Some situations require the use of judgement and discretion, and said judgement and discretion shall be exercised and sound at all times.

EDUCATION and/or EXPERIENCE:

- An undergraduate degree from an accredited college or university in recreation, physical education, or closely related field, or currently working towards one is required
- 2 years or more experience preferred in recreation program management or a combination of education, experience, training which provides the required knowledge, skills and abilities to program, design and plan activities, ability to assign, coordinate and supervise the work of staff and/or instructors
- Must have and maintain acceptable background clearances
- Current Red Cross or equivalent CPR, AED and First Aid Certification (certification training will be provided upon hire, if necessary)
- Requires knowledge of recreation programs and recreation program development for all age groups

LANGUAGE SKILLS:

Must have strong communication skills, with the ability to compose correspondence and other departmental materials. Strong verbal communications are essential to the position.

OTHER SKILLS and ABILITIES:

Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement. Requires the ability to work within established guidelines with little direct supervision; ability to perform a variety of tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Strong telephone skills are required. Ability to use a computer including experience in MS Office including Word, Excel, Publisher, Outlook, copier/scanner. Must possess organizational skills; be self-motivated; simple math skills; ability to establish effective working relationships with residents, visitors, contractors, corporate citizens, and the general public.

CONDITIONS

Work schedule will include nights and weekends. Must lift light to moderate objects, materials, and equipment weighing up to 50 pounds. Must be able to stand for periods of time and set-up and breakdown tables, chairs, and other recreation equipment or items required for rentals and programs. May be required to interact with customers with varying dispositions and may be required to utilize Borough wide software applications to maintain records and perform various duties. Position will be challenging and may have periods of stress.

This job description does not list all duties of the job. The Director of Recreation Services and Parks or her designee may ask employee to perform other job-related duties. The Borough reserves the right to revise this job description at any time. Employee will be evaluated in part based upon performance of the tasks listed in the job description.