



UPPER MACUNGIE
TOWNSHIP

Job Description
Recreation Supervisor

Status: Exempt	Department: Recreation
Supervision Received: Under the direction of the Recreation Manager	Positions Directly Supervised: Summer Camp Counselors

Basic Function: This position is responsible for assisting with the planning, implementing, evaluating, and managing a broad range of community recreation services for people of all ages and abilities.

Essential Duties and Responsibilities:

1. Assists the Recreation Manager to plan, organize, develop, and implement year-round programs, events, and services.
2. Schedules and promotes recreation programs and services; coordinates activities with volunteer groups and boards; meets with the public and program participants and/or sponsors.
3. Evaluates and expands programs to meet the needs of the community. May consult with school officials, youth sport groups and other public and private agencies in seeking solutions to widen the Township's program offerings; Recommends changes to ensure cost effectiveness and desired objectives of activities.
4. Assists in overseeing and evaluating seasonal staff.
5. Assists with the development of departmental goals, objectives, policies, and procedures; ensures compliance with established policies, procedures and regulations including personnel management.
6. Assists the public and/or Township employees with inquiries related to department services, programs, and records; receives complaints and attempts to resolve them; explains policies, and procedures; the proper use and completion of township forms and documents.
7. Oversees the reservations for township facilities (i.e., parks, pavilions, splash park, and athletic fields).
8. Makes recommendations to the Recreation Manager in preparing and administering of annual department budget.
9. Assists in the development of the Township's bi-annual newsletter; prepares a variety of general correspondence, statistical reports, articles, newsletters, activity calendars, and/or instructions; prepares flyers, brochures, and other promotional information to assist in marketing programs. Monitors and updates the Department's social media pages and website pages and explores other advertising methods to enhance program marketing efforts.

10. Solicits sponsors for programs and events for various recreation needs and to offset costs of recreation events; contributes to preparing grant applications.
11. Reviews program and event revenue and expense receipts and manages petty cash, internal reconciliations, etc.; tracks receipts, registrations, and program/event attendance; purchases authorized and maintains supplies and equipment.
12. Works closely with a variety of vendors and keeps track of all relevant files, contracts, clearances, etc.
13. Performs site inspections and program visitations to ensure quality of program and safety of participants during activities; monitors program or event participants to ensure orderly conduct, intervening as necessary following all established policies and procedures.
14. Attends Park and Recreation Board meetings on an as needed basis; acts as a liaison to communicate the Park and Recreation Board's ideas, concerns, and suggestions effectively and accurately to the Recreation Manager.
15. Conducts research to stay current on recreation program development and management.
16. Works collaboratively with other township departments and maintains a positive and respectful work environment.
17. Performs other duties as assigned.

Education & Experience:

- Bachelor's Degree from an accredited college or university with a major in Parks and Recreation Management, or other related field, preferred;
- Two (2) years administrative and customer service experience preferred.
 - Any equivalent combination of training and/or experience of progressive responsibilities in parks and recreation planning, organizing, and implementation of programs.

Certifications/Licenses:

- Obtain First Aid and CPR certification within six (6) months of employment and maintain.
- A valid Pennsylvania Driver's license with an acceptable driving record.

Knowledge:

- Comprehensive knowledge of regulations and requirements for use of Township properties for recreation and events.
- Knowledge of program evaluations techniques and sources.
- Knowledge of methods, techniques, rules, and regulations in a variety of competitive games and sports.

Competencies:

- Accountability/Dependability- Takes personal responsibility for the quality & timeliness of work, achieves results with little oversight.
- Attention to Detail- Carefully monitors the details and quality of own and others' work; the ability to focus on all areas of a task.

- Adaptability/Flexibility- Adapts to changing business needs, conditions, & work responsibilities and works with variety of situations, individuals, groups, & varying customer needs.
- Communication- Able to speak and read English Language; articulate thoughts and express ideas effectively and clearly using oral, written, visual and non-verbal communication skills, as well as listening skills to gain understanding inside and outside the organization. The ability to deliver information in person, in writing, and in a digital world.
- Computer (Literacy) Skills- Proficient in Word, Excel, Outlook, and other systems that would be utilized by the Department on a regular basis.
- Customer Focus –commitment to serve the public; build and maintain customer satisfaction with the services offered by the Township; provides excellent service to the public; handling citizen inquiries and complaints.
- Confidence.
- Decision Making & Judgement- Makes timely, informed decisions that take into account the facts, goals, constraints, and risks.
- Interpersonal/Collaborative Skills- Gets along and interacts positively with co-workers and others; understands and relates to others.
- Initiative- Identifying what needs to be done and doing it before being asked/before the situation requires it.
- Interpersonal/Collaborative Skills- Gets along and interacts positively with co-workers and others; understands and relates to others.
- Organizational Skills
- Team Leadership

Physical Requirements/Working Conditions:

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.

The employee must be able to lift and/or move objects and materials of weight (15-25 pounds). Stand and be mobile intermittently up to eight (8) hours a day, including travel to and from event locations or meetings.

This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

This job requires work in a professional office environment, however some driving to various recreational facilities and programs are required. The employee will occasionally work outside, for various recreation events/programs; exposed to wet and/ or humid conditions, fumes or airborne particles, extreme cold, extreme heat, and loud noise.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit; use hands to finger, handle or feel objects, and

reach with hands and arms. The employee occasionally is required to stand; walk; climb or balance; and stop, kneel, crouch or crawl.

Position Type/Expected Hours of Work:

This is a full-time, exempt position. May work in excess of 40 hours a week, when required. Typical days and hours of work are Monday through Friday with expected monthly (evening) meeting(s) attendance. Attendance is required for various recreational event programs (evenings & weekends).

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.
