

## JOB DESCRIPTION

UPPER GWYNEDD TOWNSHIP	POSITION TITLE:	Parks and Recreation Director
DEPARTMENT: PARKS AND RECREATION	CLASSIFICATION:	REGULAR/FULL TIME EXEMPT

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### GENERAL DEFINITION:

Director of Parks & Recreation is an exempt position that serves as the department head of the Parks and Recreation Department at Upper Gwynedd Township. Under the direction of the Township Manager, this position is required to perform responsible, professional recreation/clerical work, the nature of which often requires performance independent of supervision. Planning and conducting special class activities and/or after-school programs and/or city-wide special events and oversight of the maintenance of all Township open spaces and parks/playgrounds.

Under general supervision assist in the planning, coordinating, organizing and promoting of recreation programs and special events. Assists the public through direct contact or on the telephone/email regarding recreation programs and events. Provides leadership in gathering, analyzing, and reporting of information pertinent for the development and scheduling of programs and events. Provides leadership in the preparation and implementation of recreation programs by coordinating and scheduling programs and functions. Issues and checks the overall condition of products and supplies used by participants in leagues and recreation programs and reports the information to the Township Manager. Ensures that safety rules and regulations are followed by subordinates. Attends staff meetings and other meetings as assigned.

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**SUPERVISION RECEIVED:** Under direct supervision of the Township Manager

### SUPERVISION EXERCISED:

Supervises the Parks Department, part-time Program Coordinator and seasonal part time summer camp and program staff.

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### TYPICAL EXAMPLES OF WORK:

- Plan, direct and manage the daily operations of the Upper Gwynedd Township Parks & Recreation Department, including, but not limited to, programming, staffing, maintenance, marketing and budgeting.
- Ensure safety of all participants; Render first aid when needed.
- Research new trends develop innovative programs/events and implement per budget requirements.
- Responsible for maintaining inventory of equipment and supplies.
- Promotes and publicizes programs in a positive manner using social media and other marketing avenues.
- Make appropriate recommendations to the Township Manager.
- Responsible for hiring, background checks and supervision of seasonal staff in conjunction with the Assistant Township Manager and Township Manager.

Modified 8/2018

- Develop, manage and evaluate the comprehensive recreation program including instructional and leisure programs, sports leagues, day camps, cultural, educational and athletic activities, as well as special events; continually evaluates existing programs with regards to resident interests and the Township's ability to recommend new programs or update existing programs.
- Coordinate scheduling of recreation facilities with local community groups, residents, and private organizations.
- Serve as a member of the Township's management team – conduct special projects as requested by the Township Manager.
- Develop and maintain partnerships with the public, the community, and representatives of other governmental and community associations, including the school district and community sports organizations.
- Maintain clear communication with contractors and execute events with precision.
- Order consignment discount tickets and closely monitor sales.
- Recruit, onboard and manage a year-round part-time Program Coordinator, 20 seasonal staff and all volunteers.
- Manage the creation and distribution of the Township Editor, which is distributed to homes and local businesses as well as the Parks and Recreation Social Media accounts.
- Recruit and coordinate vendors and request in-kind and monetary sponsorships for annual events.
- Oversee, develop and administer the Township Parks & Recreation budget, including capital budget, repairs of equipment, purchase of materials and supplies and projection for staffing needs. Oversee and manage the accounting and receipt of incoming money and registrations collected by the Department.
- Attend meetings, participates in applicable consortiums and take part in relevant professional training courses to keep apprised of new technologies, regulations, laws and program offerings relative to parks and recreation, as well as pertinent safety awareness training (e.g., CPR, first aid).
- Update comprehensive plans and/or planning as necessary.

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REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the basic principles, techniques and methodology of organizing groups and individuals in recreational setting.

Knowledge of special interest class organization for all ages and special event programming.

Skills in budgeting, planning, organizing and directing programs, time management and special events.

Skills in communication and public relations and work cooperatively with other fellow employees.

Ability to work cooperatively and harmoniously with public and fellow employees.

Completes necessary reports to include accident, incident and score card.

Ability to travel between the Township building, various Township parks and other locations within and outside the Township.

Ability to understand, follow and explain standard procedures in a government organization.

## JOB DESCRIPTION

## ASSISTANT TOWNSHIP MANAGER

Ability to work an approved, flexible schedule that may be accommodated with approved, flexible workday starting and ending times. Responsible for working some evenings and weekends, when required, per scheduled meetings, events and recreation program offerings.

Ability to use a computer. Familiarity with Microsoft Word, Excel and Publisher programs.

Ability to motivate, supervise and evaluate staff effectively.

Physical ability to perform the essential functions of the job, including some hands-on physical work. Ability to lift up to 50 pounds.

Working conditions in the field exposed to variations in temperatures, dry, dusty, and humidity, high winds, and rain. Walk, stand, sit or hear, handle office implements and paperwork frequently; occasionally individual is required to use hands to operate objects, tools, or controls as well as reach with hands and arms. Occasionally required to climb, stop, kneel, bend, crouch or crawl.

JOB LOCATION (Place[s] where Work is Performed): Township Administration Building; various sites within and outside the Township

EQUIPMENT (Examples of Machines, Devices, Tools, etc. used in Job Performance): Telephone; computer; vehicle

### MINIMUM EDUCATION, TRAINING AND EXPERIENCE DESIRED:

- Bachelor's degree in related field. Parks & Recreation Management preferred.
- Minimum of 3 years of experience in recreation leadership, park maintenance, programming, organization and planning.
- Possession of current First Aid and CPR certificates or obtain certification within 3 months of hire.
- CPRP preferred.
- Possession of current and valid PA Driver's License.