



POSITION: RECREATION SPECIALIST - PT
DEPARTMENT: PARKS & RECREATION
REPORTS TO: PARK & RECREATION PROGRAM MANAGER
CLASSIFICATION: NON-EXEMPT **HOURS:** 28/WEEK
APPROVED: 12-20-2022 **REVISED:**

The Doylestown Township Parks and Recreation Department is seeking a creative, organized and community-oriented individual with a strong work ethic to fill the role of Recreation Specialist. This part-time position will be responsible for supporting the development, coordination and delivery of multi-faceted recreational programs, events and services and day-to-day operation tasks for the Park and Recreation Department and Doylestown community.

Position Summary

This position receives supervision from the Recreation Program Manager. This position requires general knowledge of recreation practices, program/event coordination, creative ability, organization and planning ability and customer service skills. The Recreation Specialist will assist with, planning, coordination and implement a varied range of programs and events that promote health and wellness, enrichment experiences, and encourage community engagement through diverse programs, services and events.

The Recreation Specialist should be familiar with principles and practices of program planning, coordination and implementation, be able to communicate effectively; demonstrate creativity and the ability to inspire enthusiasm and confidence among participants; be able to work and communicate effectively; provide administrative support with day-to-day department tasks and positive public relations for the Park and Recreation Department.

The work schedule varies according to program/event schedule, meetings and may require some occasional evening, weekend and holiday work.

Supervision Received

The Recreation Specialist is supervised by and receives direction from the Park and Recreation Program Manager.

Supervision Exercised

May include general leadership/supervision of recreation program providers and volunteers as assigned.

Representative Duties

The following duties are typical for this position. The employee may be called upon for any or all of the following functions and/or may be required to perform additional or different assigned tasks from those set forth below to address departmental needs and changing conditions.

- Assists with day-to day tasks as needed within the park and recreation department.
- Assists with research, planning, development and implementation of new programs, events and activities across a broad spectrum of ages and categories.
- Provides hands-on assistance with the preparation for programs/events.
- Attend, administer and/or assist with programs and/or events as assigned.

- Assists with the promotion and marketing including but not limited to developing flyers, promotional material, social media/website content and community outreach.
- Assist in developing and administering program/event specific budgets and monitor expenses; provide input in the preparation.
- Responds to customer requests for information and assistance with registration, web site information, online registrations, programs, special events and other general park and recreation services.
- Assists to observe, monitor and measure the quality/success of programs, events, and activities using available resources and tools.
- Assist in maintaining records and developing reports concerning new or ongoing programs and program effectiveness; prepare statistical reports as required.
- Supervise program staff and/or volunteers as assigned.
- Coordinate, inspect and maintain equipment and supply inventory.
- Assist with processing program provider and vendor payments.
- Upholds and enforces policies and procedures established by the Parks and Recreation Department.
- Assist in the overall operation of the Recreation Department as assigned.
- Performs additional job functions, tasks and duties as necessary and/or requested.
- Available to work a schedule that may include evenings and weekends to accommodate work assignments.
- Other duties and tasks as assigned.

Knowledge, Skills and Abilities

The following generally describes the knowledge and ability required to enter the job and/or to be learned within a defined period of time in order to successfully perform the assigned duties.

Knowledge of:

- Parks and recreation administrative methods, techniques, and service delivery.
- Principles and practices of recreation program planning development and implementation.
- Methods of special event planning and coordination.
- Coordinating, maintaining and scheduling facilities.
- Design, development of marketing materials and program/event promotion.
- Appropriate public relations and customer service practices.
- General office procedures and equipment including computers and applicable software applications such as word processing, spreadsheets, presentation and graphic design.
- Professional correspondence and basic report preparation.
- Appropriate safety precautions and procedures within the area of assignment.

Ability to:

- Carry out, coordinate and complete diverse assignments within the prescribed limits.
- Provide departmental support as needed.
- To work on multiple projects simultaneously.

- Develop, organize, and implement assigned programs, activities, events tournament/league play as assigned.
- Assist in the promotion of Township sponsored programs and events including but not limited to social media, website, graphic design and community outreach.
- Communicate effectively, both verbally and in writing.
- Exercise sound and mature judgment, courtesy and tact.
- Work with limited resources in a cost effective manner.
- Assist in preparation and of assigned program/event budgets.
- Engage community and organizational support as assigned.
- Use effectively standard office equipment including but not limited to computers, applicable software applications to achieve defined outcomes.
- Provide excellent community service in response to requests and inquiries from the general public.
- Establish and maintain cooperative and effective relationships with co-workers and the public.
- Represent the Township in a responsible, positive and professional manner in all work-related circumstances.

Skills:

- Creativity, initiative, enthusiasm and strong work ethic
- Strong organizational and self-management skills
- Customer service oriented
- Strong verbal and written communication skills
- Diverse technical skills

Physical Demands and Work Environment

Environment: Work is performed in a standard office environment and at indoor and outdoor recreational facilities with travel to different locations; may be exposed to inclement weather conditions and work and/or walk on various types of surfaces including slippery or uneven surfaces; extensive public contact; may be required to work extended hours including evenings and weekends and occasionally holidays.

Physical: Primary functions require sufficient physical ability and mobility to work in an office and recreation facility setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to travel to other locations using various modes of transportation; and to verbally communicate to exchange information.

Qualifications

Preferred Qualifications

- A bachelor’s degree with major course work in Park and Recreation Management with one (1) year of demonstrated experience,
- A bachelor’s degree in a closely related field such as event planning marketing or program/event coordination may be considered. Two (2) years of demonstrated experience.

Minimum Qualifications

- Associate degree from an accredited college or university with preferred background in either recreation, event planning, marketing or education with three (3) years of demonstrated experience.
- Any combination of training, certification, and experience that would successfully demonstrate the knowledge, understanding and ability as specified, and Five (3) years of demonstrated experience.

Other Requirements

- A valid driver’s license and is available to work, days, evenings and weekends.
- Current; PA Child Abuse; PA Criminal; and FBI clearances or ability to obtain clearances.
- Completion of pre-employment physical and drug/alcohol screening.
- CPR/First Aid certified or ability to obtain certification.

Application / Selection Requirements:

Required: Township employment application, resume and cover letter, oral interview, reference check, criminal history background check, physical examination/screening.

Statement of Understanding:

The duties listed above are intended only as an illustration of the various types of work that may be performed. The omission of specific statement 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.

Doylestown Township is an Equal Opportunity Employer.

POSITION TITLE: Recreation specialist - pt

NOTE: In terms of an 8 hour workday: "Never" equals less than 1%; "Occasionally" equals 1% to 33%; "Frequently" equals 34% to 66%; "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by state and federal law.

I. In an 8-hour workday, this job requires the physical ability to: (Place an "x" for maximum capability for each activity.)

TOTAL AT ONE TIME:

A) Sit	1	2	3	x	5	6	7	8	HOURS
B) Stand	1	x	3	4	5	6	7	8	HOURS
C) Walk	1	x	3	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORKDAY:

A) Sit	1	2	3	x	5	6	7	8	HOURS
B) Stand	1	x	3	4	5	6	7	8	HOURS
C) Walk	1	x	3	4	5	6	7	8	HOURS

2. Job requires the physical ability to LIFT: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY

A) Up to 10 Pounds					x			
B) 11-20 Pounds					x			
C) 21-30 Pounds					x			
D) 31-40 Pounds			x					
E) 41-50 Pounds								x
F) 51-100 Pounds				x				

Job requires the physical ability to CARRY: NEVER OCCASIONALLY FREQUENTLY CONTINUOUSLY

A) Up to 10 Pounds				x				
B) 11-20 Pounds								x
C) 21-30 Pounds					x			
D) 31-40 Pounds								x
E) 41-50 Pounds			x					
F) 51-100 Pounds								

3. Job requires the physical ability to use HANDS for repetitive actions such as:

	SIMPLE GRASPING		PUSHING & PULLING		FINE MANIPULATION OF ARM CONTROLS	
A) Right	Yes		Yes		Yes	
B) Left	Yes		Yes		Yes	

4. Job requires the physical ability to use FEET for repetitive movements as in pushing and pulling of leg controls:

	RIGHT	LEFT	BOTH
	No	No	No

5. Job requires the physical ability to function in activities involving:

	NEVER	OCCASIONALLY	FREQUENTLY	CONTINUOUSLY
A) Reaching				
B) Bending				x
C) Squatting		x		
D) Crawling	x			
E) Climbing	x			
F) Driving a vehicle	x			
G) Unprotected heights				
H) Being around moving machinery		x		
I) Exposure to marked changes in temperature and humidity		x		
J) Exposure to dust, fumes, gas		x		