



Doylestown Township
Wells Road, Doylestown, PA 18901

Doylestown Township, located in Bucks County, Pennsylvania, has a population of about 17,971 residents. The township is currently looking to fill a full-time, non-exempt position for a Recreation Program Manager in the Parks and Recreation Department.

Recreation Program Manager

The Recreation Program Manager oversees a variety of programming, administrative, and supervisory tasks of moderate complexity. This role is crucial within the Park and Recreation Department, focusing on developing and managing a wide range of innovative, year-round programs and events for the community, including multi-generational enrichment programs, camps, clinics, leagues, after-school programs, summer camps, pop-up programs, and events.

Key responsibilities include recruiting, training, scheduling, and supervising instructors, staff, and volunteers. The Program Manager actively promotes programs through the development of promotional materials, community engagement, and communication with participants. Additionally, they monitor and report on financial activities, conduct assessments and evaluations, and perform related administrative duties as required.

Other responsibilities involve maintaining office supplies, coordinating meetings, typing correspondence, and completing special projects as assigned. The Administrative Secretary/Office Manager ensures efficient operations and provides essential support to township departments and residents.

The ideal candidate should possess strong organizational skills, along with a customer service mindset and be committed to community engagement.

Letters of interest and resume should be submitted at Doylestown Township, 425 Wells Road, Doylestown, PA 18901, or to Margaret Trageser at mmtrag@doylestownpa.org resumes will be accepted until position is filled.

Doylestown Township is an Equal Opportunity Employer.



Job Description Doylestown Township

Position: Recreation Program Manager
Department: Parks and Recreation
Reports to: Director of Parks and Recreation

Employee Status: Full Time
Classification: Exempt-Administrative
EEOC Category: Professional

Summary

This is a full-time professional position which includes hands-on programming, administrative and supervisory responsibilities of average difficulty. The Program Manager is an integral part of the Park and Recreation Department and is responsible for the comprehensive development and management of innovative and diverse year-round programming and events to maximize service delivery within Township facilities and opportunities for the community - Including, but not limited to, multi-generational enrichment programs, camps, clinics, leagues, after school programs, summer camps, pop-up programs, and events.

The Program Manager is responsible for recruiting, training, creating schedules, training and supervising instructors and staff and volunteers; Actively promoting programs through development promotional materials, community engagement and communicating with participants; Fiscal monitoring, reporting, assessment, training, evaluation, and performing related duties as required.

Supervision Received and Exercised

Under general direction of the Director of Parks & Recreation, the Recreation Program Manager is responsible to development and management of innovative and diverse year-round programming other innovative programs and events and, supervisory and administrative responsibilities with latitude granted for the exercise of discretion and independent judgement in the execution of assigned duties. Supervisory responsibilities may include interviewing, hiring, training program staff and volunteers; planning, assigning, and directing work; appraising performance; rewarding and correcting staff; addressing complaints and resolving problems.

Working Conditions and Physical Demands

Physical Requirements

- Generally, conducts work in an office setting which includes regular and irregular hours including evenings, weekends and holidays for the purpose of meetings, programs, events, community functions and professional training.
- The employee is regularly required to utilize sensory and physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a personal computer, calculator, copier, and fax machine. Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling may be required. The employee must occasionally lift and/or move up to fifty (50) pounds and may infrequently lift and/or move over fifty (50) pounds.

Environmental Elements

- This position is primarily administrative, and office based but does require the employee to attend/participate in various events that are held outdoors in various weather conditions. This can include but is not limited to climbing ladders and setting up tables and chairs. The noise level in the work environment is usually moderate.

Essential Duties and Responsibilities:

This job description is intended to present a descriptive list of the range of duties performed by this position and is not intended to reflect all duties performed within the job. Additional duties related/essential may be assigned to meet the ongoing needs of the department.

- Develops, implements, monitors, evaluates, and supervises comprehensive, diverse and innovative programs, activities and events that maximizes the usage of facilities and parks that meets the needs of the Doylestown Township Community.
- Considers the Department's Mission, Vision and Core Values and current Park Recreation & Open Space Plan when developing programs/events.
- Present for all program starts and last day closeouts; conducts drop-in checks for multi-session activities.
- Oversees and monitors program participants, supervises program staff and volunteers; selects, assigns, trains, directs, schedules, and monitors staff, third-party provider and volunteer duties; evaluates employee performance and initiates corrective actions when needed.
- Regularly monitors and evaluates recreation services/programs/events and recommends improvements. Maintains accurate program records and prepares a variety of operational and financial program and event reports.
- Resolves conflicts and customer service issues with staff or participants, documents as required and recommends courses of action and implements as directed.
- Coordinates with appropriate Township Departments, where necessary, to insure timely and coordinated implementation of Township programs and events.
- Prepares marketing materials, such as course descriptions, program brochures, flyers, social media/website promotion and announcements for distribution via approved social media and other forums to maximize community outreach and participation.
- Plans and implements strategies to maintain existing and recruit new participants.
- Coordinates, supervises and monitors usage and scheduling of Township parks and facilities for programs, internal and external special events, and general facility rentals.
- Maintains an accurate inventory of recreational program equipment and supplies and coordinates purchasing, acquisition and delivery of supplies and equipment for recreational programs/events within approved Township purchasing policies.
- Supervises program/event budgets, prepares program/event and seasonal summary reports including revenue and expense recommendations, and assists with annual department budget preparation.
- Seeks out sponsorship opportunities; develops and prepares sponsor proposals.
- Monitor park and recreation trends through participation in professional organizations, attending conferences and workshops, networking and research. Makes recommendations on new programs or modifications of existing programs to meet community needs.
- Assists with general office organization and program/event included but not limited to inventory of department supplies, general cleaning duties, restocking of necessary office & cleaning supplies, hanging posters and signs, etc.
- Leads programs as certified, qualified and/or necessary.

Other Job Functions:

- Performs other duties as assigned.

Required Professional Knowledge, Abilities and Traits

Professional Knowledge:

- Thorough knowledge of park and recreation philosophy, principles of parks and recreation programming and trends.
- Knowledge of park and recreation management methods and techniques.
- Strong organizational skills with attention to detail.
- Knowledge of principles and practices of budgeting and financial management.
- Proficiency in a variety of computer programs such as, but not limited to, Microsoft office, Adobe products, Canva, MyRec (recreation management) and/or willingness to learn.
- Graphic design capability and creativity to develop flyers, brochures, and other materials.
- Primary duties will be conducted during regular business hours. Flexibility is required with additional evenings, weekends, and holidays when needed.

Abilities:

- Ability to demonstrate professional enthusiasm and community engagement.
- Ability to learn and operate Park and Recreation management software (MyRec).
- Ability to analyze and define problems and consequences, anticipate needs, identify solutions, respond with recommendations to improve processes and service.
- Ability to plan, organize, delegate, and supervise effectively including, training, evaluating, and managing multiple program areas for timely outcomes.
- Ability to take initiative as needed and appropriate.
- Ability to exercise sound judgment, courtesy and tact when dealing with the public.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain cooperative and effective relationships with those contacted in the course of work.
- Ability to represent the Township in a responsible, positive and professional manner in all work-related circumstances.
- Ability to perform the essential job functions.

Traits:

- Dependable and accountable.
- Creative and resourceful and motivated.
- Strong work ethic.
- Strong organizational and self-management skills.
- Customer service, team and community oriented.
- Ability to work independently.
- Professionally motivated.
- Willingness to learn and grow professionally.

Education and Experience:

- Bachelor's degree in Parks and Recreation Administration from an accredited university or college and minimum of two (2) years of directly related experience.
- Alternative qualifications that may be considered include a bachelor's degree with a minimum of four (4) years closely related experience in a similar capacity or an equivalent combination of education, training and experience which provides the required knowledge, skills and abilities identified may be considered.

Other Requirements

- A valid Pennsylvania Driver's License and satisfactory driving record.
- CPR and First Aid Certification desired or, ability to obtain.
- Certified Park & Recreation Professional (CPRP) designation preferred; ability to obtain within 2 years of hire.

Selection Criteria Guidelines:

- Official Township application/non-smoking affidavit, resume, rating of education and experience, oral interview, written interview,

Conditions of Employment (selected candidate):

- Reference check, general and criminal background check, physical examination, drug testing,

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.

I have read the above job description and acknowledge receipt of same. I understand that this job description is not all inclusive and other duties may be assigned. I further understand that it is my responsibility to ask my direct supervisor any questions I may have about my job requirements/duties.

Employee Signature

Date

Printed Name

POSITION TITLE: Recreation Program Manager

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	4	5	6	7	X	HOURS
B) Stand	1	2	3	X	5	6	7	8	HOURS
C) Walk	1	2	X	4	5	6	7	8	HOURS

TOTAL DURING AN ENTIRE 8 HOUR WORKDAY:

A) Sit	1	2	3	<input type="checkbox"/>	5	6	7	8	HOURS
B) Stand	1	<input type="checkbox"/>	3	4	5	6	7	8	HOURS
C) Walk	1	<input type="checkbox"/>	3	4	5	6	7	8	HOURS

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

A) Up to 10 Pounds								<input type="checkbox"/>	
B) 11-20 Pounds								<input type="checkbox"/>	
C) 21-30 Pounds								<input checked="" type="checkbox"/>	
D) 31-40 Pounds								<input checked="" type="checkbox"/>	
E) 41-50 Pounds								<input checked="" type="checkbox"/>	
F) 51-100 Pounds								<input type="checkbox"/>	

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

A) Up to 10 Pounds									<input checked="" type="checkbox"/>
B) 11-20 Pounds									<input type="checkbox"/>
C) 21-30 Pounds									<input checked="" type="checkbox"/>
D) 31-40 Pounds									<input checked="" type="checkbox"/>
E) 41-50 Pounds									<input type="checkbox"/>
F) 51-100 Pounds									<input checked="" type="checkbox"/>

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, pulling and/or use of leg controls:

RIGHT	LEFT	BOTH
Yes	Yes	Yes

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

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