



## Job Description Doylestown Township

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**Position:** Programs Specialist  
**Department:** Parks and Recreation  
**Reports to:** Program Manager  
**Revised:** 03-03-2026

**Employee Status:** Full Time  
**Classification:** Non-Exempt  
**EEOC Category:** Professional  
**Approved:**

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*The Doylestown Township Parks and Recreation Department is seeking a creative, organized, and community-oriented individual to fill the role of Full-Time Program Specialist. This position will play a critical role in supporting the Program Manager with the development, coordination, and delivery of comprehensive recreational programs, events, and services, as well as the day-to-day operational tasks that contribute to the overall success of the Parks and Recreation Department and the Doylestown Township community.*

### General Summary

Under the direction of the Program Manager, this full-time position will assist in managing, developing, promoting, evaluating, and improving year-round programs, services, and events while ensuring the facility operates smoothly, safely, and professionally. The Programs Specialist will provide CRC front desk coverage, oversee programs, and help maintain a clean and welcoming environment for all visitors.

Work hours vary based on programming needs and include evenings, weekends, and occasional holidays.

### Supervision Received

The Recreation Specialist is supervised by and under the director of the Program Manager.

### Supervision Exercised

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

### Representative Duties

- **Programming & Events:** Assist the Program Manager with planning, organizing, staffing, promoting, implementing, evaluating, and reporting on recreation programs, leagues, tournaments, and special events. Attend and support programs and events during and outside regular business hours to ensure smooth operations and address on-site needs.
- **Facility Operations:** Perform opening and closing procedures as assigned. Coordinate room, gym, and park set-ups and breakdowns for programs, rentals, and events. Monitor facility use to ensure spaces are prepared, clean, safe, and operating efficiently.
- **Front Desk & Customer Service:** Greet visitors, answer phones, respond to inquiries, conduct facility tours, and assist with registrations, memberships, and rentals. Enforce facility policies and procedures in a professional and consistent manner.
- **Financial & Administrative:** Process cash, check, and credit card transactions accurately and securely. Assist with tracking program revenues and expenditures, preparing reports, maintaining records, creating agreements, and supporting payroll and instructor documentation.
- **Marketing & Community Outreach:** Assist with developing and distributing marketing materials including brochures, flyers, newsletters, press releases, and social media content. Support community outreach initiatives and partnership development to expand program participation and sponsorship opportunities.
- **Event & Rental Management:** Serve as liaison between the Township and outside agencies hosting events or rentals. Ensure facilities are prepared before and after use, inspect equipment, and document any damages or incidents.
- **Staff & Volunteer Support:** Assist with recruitment, onboarding, training, and general supervision of instructors, part-time staff, and volunteers. Communicate safety standards, expectations, and priorities clearly and effectively.
- **Maintenance & Safety:** Maintain inventory of equipment and supplies. Perform light cleaning duties as needed to ensure public areas remain presentable. Report maintenance needs, safety concerns, accidents, or incidents promptly and complete required documentation.
- **General Support:** Provide departmental support as assigned. Represent the Township in a responsible, positive, and professional manner in all work-related circumstances.

## 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.

### General Knowledge of:

- Principles and practices of recreation program planning, coordination, and implementation.
- Customer service and public relations best practices.
- Facility scheduling, rentals, and event management.
- Marketing and promotional strategies, including social media and community outreach.
- Basic municipal financial and budgeting procedures.
- Safety standards for recreational programs and facility operations.

### Skills:

- Strong verbal and written communication.
- Computer proficiency, including recreation software, Microsoft Office, and social media platforms.
- Organizational, time management, and multitasking abilities.
- Problem-solving, conflict resolution, and professional judgment.

### Ability to:

- Work independently and collaboratively as part of a team.
- Manage multiple projects and priorities simultaneously.
- Engage and communicate effectively with residents of all ages and backgrounds.
- Lift, move, and set up equipment up to 50 pounds.
- Work flexible hours, including evenings, weekends, and occasional holidays

## Physical Demands and Work Environment

Work is performed in both office and recreation facility environments, indoors and outdoors. The position requires standing, walking, bending, lifting (15–50 lbs.), operating office equipment, and occasional work in varying weather conditions. Regular interaction with the public is expected, including conflict resolution when necessary.

Schedule: Work hours are as scheduled and may include some weekends, evenings and/or occasional holiday. Hours are limited to 40 hours per week.

## Education/Experience

- Bachelor's degree in Recreation Management, Leisure Services, or related field preferred; or
- Bachelor's degree in related field with minimum two (2) years of recreation or community program experience; or
- Equivalent combination of education and experience demonstrating required knowledge and skills.

## Other Requirements

- Valid Pennsylvania Driver's License
- CPR/First Aid certification (or ability to obtain)
- PA Child Abuse, PA Criminal, and FBI clearances
- Successful completion of background check, drug screening, and pre-employment physical

## 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:

This job description is intended to describe the general nature and level of work performed and is not an exhaustive list of all responsibilities. Duties may be modified as departmental needs evolve.

*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 Specialist

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	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/MOVE:	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			

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			x	
B) Bending			x	
C) Squatting			x	
D) Crawling		x		
E) Climbing		x		
F) Driving a vehicle		x		
G) Unprotected heights	<input type="checkbox"/>			
H) Being around moving machinery		x		
I) Exposure to marked changes in temperature and humidity		x		
J) Exposure to dust, fumes, gas		x		