



PENN TOWNSHIP, WESTMORELAND COUNTY

JOB TITLE: RECREATION DIRECTOR

CLASSIFICATION: Full Time, Non-Exempt, At-Will, In Person

DEPARTMENT: ADMINISTRATION

REPORTS TO: TOWNSHIP MANAGER

WAGE/SALARY: \$45,000 - \$65,000 DOQ

DATE REVISED: December 11, 2024

POSITION SUMMARY:

The Recreation Director provides the overall administration and park and recreation management under the general supervision of the Township Manager. The Recreation Director is responsible for overseeing operations pertaining to parks, open space and recreation to develop and administer recreation programs, services and special events for residents. They will be responsible for promoting and supporting varied recreation and athletic events suited to the interest level of residents of the Township.

Participating as a supporting member of the Township's management team, they will assist in the preparation and administration of the annual department budget and assist with application for alternate forms of funding for the overall needs of the Township such as grants and local fundraising. Additional responsibilities include performing other duties to support the Township's park and recreation needs. The work is subject to review through reports, conferences, observation of results and appraisal of acceptance and popularity of programs. Work is primarily performed during regularly scheduled hours but will involve additional hours as needed. Attendance at some evening meetings and evening and weekend events is required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The essential functions listed are typical examples of work performed by positions in this job classification and are not designed to contain or be interpreted as a comprehensive inventory of all duties, tasks, and responsibilities. Specific duties and responsibilities may vary depending on department or program needs without changing the general nature and scope of the job or level of responsibility. **Employees may also perform other duties as assigned.**

- A.** Organize and supervise the efficient administration of the Township's park and recreation programs and maintain complete and accurate records of park and recreation activities, services and property.
- B.** Plan and implement new and existing recreation programs and special events.
- C.** Schedule reservations of park facilities and fields. Work with sport and other organizations to coordinate field use.
- D.** Respond to inquiries and complaints from the public related to parks and recreation facilities and programs.
- E.** Establish, review and coordinate programs and procedures so that Township parks and recreation services are maximized and delivered at a reasonable cost.

JOB DESCRIPTION

PENN TOWNSHIP RECREATION DIRECTOR

- F.** Establish and maintain cooperative planning and working relationships with other local community agencies such as governmental, voluntary and private, and with state, regional and national agencies concerned with recreation, parks, conservation and related fields.
- G.** Seek assistance from county and state agencies in the form of grants or aid for programs and activities.
- H.** Attend pertinent training and development programs.
- I.** Attend Township Commissioner meetings, departmental staff meetings and other meetings as required.
- J.** Prepare and issue regular reports for use by Township Administration staff and Township Commissioners.
- K.** Recommend park and recreation ordinances and regulations and enforce the same as necessary.
- L.** Coordinate municipal efforts in open space, conservation and beautification.
- M.** Work in conjunction with the Township Manager and Public Works Department to assure that all Township parks and recreation facilities are kept in good repair.
- N.** Attend civic club, churches, schools and other community organizations' meetings to explain activities and functions of the Township parks and recreation programs and establish effective public relations.
- O.** Coordinate parks and recreation marketing efforts.
- P.** Direct, control and account for the expenditure of department programming funds in accordance with budget appropriations and supervises the keeping of complete financial records for the department.
- Q.** Prepare and justify budget estimates, work programs and supporting data concerning parks and recreation functions for submission to the Township Manager and Commissioners.
- R.** Prepare short- and long-term project and program recommendations for the annual and capital budgets.
- S.** Recommend the establishment of necessary fees and charges for various department services.
- T.** Perform related work as required.

QUALIFICATIONS:

Education and Experience

- A.** Possess a high school diploma or GED.
- B.** Coursework in Parks and Recreation Administration, Public Administration or similar field preferred. Prior experience in a position conducting recreation activities for a community recreation program or experience in a community recreation program; or an equivalent combination of education, certification, training and/or experience.
- C.** Possess a valid driver's license.

Necessary Knowledge, Skills, and Abilities

- A.** Working knowledge of all applicable/mandated safety guidelines and protocols.
- B.** Knowledge of government procurement policies and the ability to consistently follow all guidelines.
- C.** Ability to clearly communicate and understand information in English, both orally and in writing and follow oral and written instructions.
- D.** Ability to manage multiple priorities to ensure that deadlines are met.

JOB DESCRIPTION

PENN TOWNSHIP RECREATION DIRECTOR

- E.** Ability to establish and maintain effective working relationships with employees and the public; ability to communicate effectively orally and in writing.
- F.** Knowledge of customer service principles and practices and conflict resolution skills.
- G.** Working knowledge of Microsoft Office products (Word, Outlook and Excel programs).
- H.** Ability to regularly attend work and arrive punctually for designated work schedule.

PHYSICAL DEMANDS:

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.

Work is performed about 70% in the office and 30% out of doors in the coordination of various events. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

While performing the duties of this job, the employee is frequently required to talk or listen; sit; use hands to finger, handle, feel or operate objects, equipment, or controls; reach with hands and arms; climb and/or balance; stop, kneel, crouch and/or crawl. The employee is required to have a valid driver's license and a safe driving record. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee routinely works in outside weather conditions, and is exposed to wet and/or humid conditions, frigid or hot temperatures, airborne particles, and extremely noisy environments.

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

Penn Township is an Equal Opportunity Employer. In compliance with the United States Equal Opportunity guidelines and the Americans with Disabilities Act, this organization provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.