

DEPARTMENT: PARKS & RECREATION

JOB TITLE: PART-TIME PARK FACILITIES COORDINATOR

IMMEDIATE SUPERVISOR: DIRECTOR – PARKS & RECREATION

REVISION DATE: NOVEMBER 2024

POSITION SUMMARY

The Part-time Park Facilities Coordinator performs a variety administrative and clerical tasks for the Parks & Recreation Department, which includes administering the rental of recreational facilities which are managed by the Department. Hours of work during the week may vary and will typically be up to 29 hours per week.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Answer and direct phone calls and emails to staff members and/or directly address all inquiries and calls for service.
2. Process facility rental requests to ensure compliance with Township ordinances and established rules and regulations for facility use.
3. Enforce Department and Township rules, regulations and policies.
4. Manage logistics of facility rentals across Township departments.
5. Maintain all data using recreation management software and ensure schedules are current and accurate.
6. Conduct tours of recreation facilities for prospective renters.
7. Develop marketing material to promote the rental of Township recreation facilities.
8. Prepare reports to disseminate to other Township departments.
9. Review information posted on the Township's website to ensure its accuracy relative to facility rentals.
10. Perform other duties as may be assigned from time to time by the Director of Parks & Recreation.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

1. Ability to use recreation management software proficiently or achieve proficiency in its use.
2. Possess effective written and verbal communication skills.
3. Proficient in the use of MS Office, MS Word, MS Excel and MS PowerPoint.
4. Skilled in the use of publishing software to create forms, brochures and certificates.
5. Ability to quickly adapt to a changing daily work schedule.
6. Ability to develop and maintain effective working relationships with employees of the Township, vendors and outside agencies.
7. Ability to acquire a working knowledge of Township departmental functions, operating procedures, rules and regulations.
8. Ability to plan, organize and complete assigned tasks in a timely fashion.
9. Ability to organize and maintain records and files.

QUALIFICATIONS

Education

1. Graduation from high school or GED. Post-secondary specialized course work in the area of administrative services preferred.

Experience/Training

1. Two (2) years' of increasingly responsible experience in an administrative support role.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

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.

1. This is primarily sedentary work requiring exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
2. Work requires walking; use of hands to finger, handle or feel objects, equipment, or controls; reach with hands and arms; and, occasionally lifting or moving up to 45 pounds.
3. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
4. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.
5. The noise level of the work environment is usually quiet.

EQUIPMENT USED

1. Adobe Creative Suite
2. Microsoft Windows
3. Microsoft Office products

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interviews and reference check.
- Job related tests may be required.
- The Township takes into consideration any equivalent combination of experience and training which provides the required knowledge, skills and abilities to perform the essential functions of the position.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The duties listed in the above job description 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.

Job Description – Part-time Park Facilities Coordinator

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The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Part-time Park Facilities Coordinator _____ Date _____

Immediate Supervisor _____ Date _____