

TOWNSHIP OF MOON

JOB DESCRIPTION

DEPARTMENT: PARKS AND RECREATION

JOB TITLE: PARKS AND RECREATION ASSISTANT DIRECTOR

IMMEDIATE SUPERVISOR: PARKS AND RECREATION DIRECTOR

REVISION DATE: JANUARY 24, 2020

PRIMARY FUNCTION:

The Parks and Recreation Assistant Director is under the direct administrative supervision of the Director of Parks and Recreation. The purpose of this job is to assist with directing and managing of Parks and Recreation programs, events, services, maintenance, and employees of the Parks and Recreation Department.

ESSENTIAL FUNCTIONS

1. Assists the Director in the comprehensive development, implementation, and evaluation of the Department's programming, events, and services.
2. Train, supervise, schedule, and evaluate program and event staff as needed.
3. Interact with constituents with courtesy and efficiency. Ensure that complaints are handled in a timely manner through an appropriate course of action.
4. Design new developmental sports programming while maintaining current programs. This will include reserving facilities, developing curriculum, and recruiting volunteers, coaches, and coordinators.
5. Monitors the condition of facilities, parks, and playgrounds in the park. Work with the public works staff to ensure that all parks facilities are in good working order.
6. Attends Parks and Recreation Board meetings and participates on boards, commissions and committees as required. May prepare and present presentations, staff reports and other necessary correspondence.

PARKS AND RECREATION ASSISTANT DIRECTOR (cont.)

Page 2 of 4

7. Assists with the direction and management of the department programs, facilities, and grounds; formulates department policies and procedures; and serves as backup to the Director as needed to attend meetings, events, commission meetings, etc.
8. Reviews and evaluates program statistical data, generates and submits reports and documentation, researches special projects and issues.
9. Attends athletic games, recreational activities, and special events.
10. Monitors facilities, programs and services to ensure compliance with federal, state and local laws, regulations, codes and/or standards as well as Township and department policies and procedures.
11. Collaborates and builds strong partnerships with community organizations, human services agencies, recreation and sport leagues, neighborhood groups and other Township departments.

WORK PERFORMED:

1. Interviews and recommends the hire of subordinate staff; assigns, monitors, and evaluates the work of subordinate professional, administrative, technical, and clerical employees; coordinates work flow; completes performance evaluations; plans and coordinates staff safety and training programs for regular and seasonal employees.
2. Coordinate and Manage athletic field and facility reservations for Moon Park through the Active Net reservation system.
3. Network with intermural groups, organizations, and citizens to develop athletic programming and events for Moon Parks and Recreation.
4. Assist in developing operational procedures, rental rates, programs, and events.
5. Assist in the development of new parks comprehensive plans to ensure future development of recreation in Moon.
6. Develop specifications for purchasing, organizing, renting, and maintaining athletic equipment.
7. Design and implement evaluation procedures to ensure high quality programs.
8. Maintain adequate reports and records through a system that can be regularly accessed.
9. Prepare and deliver presentations to interested groups on behalf of Moon Parks. The ability to appear on radio and television as a representative of Moon Township.

10. The ability to step in for the Parks and Recreation Director in their absence.
11. Performs related work as required.

REQUIRED ABILITIES AND SKILLS:

1. Broad knowledge of the principles, practices, concepts and commonly used methodology of parks and recreation.
2. A working knowledge of personal computers, the ability to learn new software programs, an understanding of social media.
3. The ability to plan, implement, and supervise all phases of parks and recreation programs and events.
4. The ability to develop an extensive knowledge of community resources through networking, partnership, and investigation.
5. The ability to coordinate, delegate, and negotiate with individuals of diverse backgrounds and perspectives.
6. Develop and maintain open and effective communication with all professional staff members, administrative personnel, and part time staff in order to ensure proper coordination of departmental tasks, programs, events, and activities.
7. The ability to safely operate a motor vehicle in the performance of job duties.
8. Maintain confidentiality and perform job duties with integrity and honesty.
9. Confidence evaluating dynamic situations and making quick decisions.
10. The ability to multitask and prioritize.
11. Work a flexible schedule with some scheduled weekend and holiday work.
12. Confidence in public speaking with the ability to express ideas clearly, concisely, and convincingly.

EXPERIENCE AND TRAINING

1. Bachelor's degree in Recreation Administration, Recreation Science, Commercial Recreation, Public Administration, or a related field preferred. Associates degree with prior experience managing recreation programs.

2. Two (2) years prior experience in a leadership position conducting recreation programming or a with a community recreation program.

LICENSES, CERTIFICATES, AND CLEARANCES

1. Must possess a valid Pennsylvania driver's license during tenure of employment.
2. PA Child Abuse History Clearance, PA State Police Criminal Record Check, and Criminal Background Check.
3. Must be CPR/First Aid Certified for both child and adult. Or able to receive certification within the first 90 days of employment.

PHYSICAL DEMANDS/ESSENTIAL FUNCTIONS:

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

ACKNOWLEDGMENT OF RECEIPT, ACCURACY AND COMPREHENSION:

The above job description reflects the general information deemed necessary to convey the primary functions of the job and shall not be construed as a detailed description of all the work requirements inherent to the position.

Township Manager _____ Date _____

Incumbent _____ Date _____