



Middletown Township

Job Description

TITLE: Recreation Program Specialist
DEPARTMENT: Parks & Recreation
REPORTS TO: Director of Parks & Recreation
FLSA STATUS: Full-Time Regular, Non-Exempt
SUPERVISES: Camp Staff and Volunteers
BARGAINING UNIT: Teamsters

PURPOSE: The Program Specialist is an entry-level position responsible for planning, developing, coordinating, and delivering programs for the Parks, Recreation & Community Services Department as well as other departments as assigned to provide residents with quality service.

The Program Specialist may be assigned responsibility for one or more program focus areas, including but not limited to:

- Sports and Fitness
- Arts and Culture
- Youth Programming
- Senior Programming
- Community Events
- Sponsorship

Program area assignments will be determined based on departmental needs and the employee's qualifications and experience. All work is completed in accordance with township ordinances, policies, procedures, practices and other laws of the Township and the Commonwealth of Pennsylvania. Assignments and supervision are received through the Director of Parks and Recreation.

ESSENTIAL FUNCTIONS

Program Planning & Implementation

- Plan and implement year-round comprehensive recreation programs within an assigned area of focus under the direction of the Recreation Program Coordinator.

- Develop, organize, promote, operate, and manage recreational activities and assigned facilities.
- Develop and implement community outreach and public participation programs and events consistent with Township and departmental goals.
- Coordinate community and fundraising events across various Township departments.
- Serve as a program facilitator when needed.

Supervision & Leadership

- Recruit, train, and supervise part-time staff, temporary agency workers, affiliated group participants, and volunteers.
- Provide direction and oversight for program delivery personnel.
- Lead and supervise specialized programs serving target populations or interest groups.

Marketing & Community Engagement

- Coordinate with the Information Officer to develop marketing plans for programs and events.

Budgeting & Administration

- Manage procurement of equipment and supplies in accordance with departmental budget allocations.
- Prepare reports on participation levels, revenues, and expenses.
- Prepare and justify annual budget requests for submission to the Director and other departments.
- Attend Park and Recreation Board meetings and other meetings as directed.
- Perform additional tasks assigned.
- Perform other related duties as assigned.

KNOWLEDGE, SKILLS and ABILITIES

- Knowledge of public recreation principles, practices, objectives, and program benefits.
- Ability to plan, organize, promote, and evaluate recreation programs and events.
- Ability to supervise paid staff and volunteers.
- Ability to prepare and implement marketing and public outreach plans using traditional and social media platforms.
- Ability to prepare accurate, concise reports and maintain program records.
- Strong interpersonal skills with the ability to establish and maintain effective working relationships.
- Ability to resolve conflicts while maintaining a professional and friendly demeanor.
- Strong written and verbal communication skills.
- Ability to lead recreational activities.

- Proficiency in Microsoft Word, Excel, Access, PowerPoint, and social media applications.
- Ability to read, write, and speak English sufficiently to perform the duties of the position.

MINIMUM QUALIFICATIONS

- Bachelor's degree from an accredited college or university in Parks & Recreation, Sports Management, Health & Physical Education, or a related field.
- Relevant work experience may be substituted for the required degree on a year-for-year basis.
- Experience developing and supervising recreation programs is preferred.
- Certified Parks and Recreation Professional preferred.
- Valid Pennsylvania driver's license required.
- Must obtain all certifications required under Pennsylvania Child Protective Services Law.

EDUCATION, TRAINING, EXPERIENCE

- Any combination of education and experience that results in the employee achieving the functions of the job satisfactorily, with, as a minimum, the equivalent of graduating from an accredited college or university with a bachelor's degree in Parks and Recreation, Sports Management, Public Administration, Health & Physical Education, or a related field.
- Applicants who do not possess the bachelor's degree may substitute additional experience as noted above on a year for year basis for the required degree.

WORKING CONDITIONS AND PHYSICAL REQUIREMENTS

- 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 accommodation may be made to enable individuals with disability to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk; use hands to finger, handle, or feel objects, tools or controls, and reach with hands and arms. The employee is required to use office machines such as computers, telephones, other related office equipment, and instruments used to assist in fire investigations.

- The employee may occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.
- Facilities utilized to conduct the recreation program may subject employee to walking on uneven ground. There is exposure to weather and traffic hazards in the course of official duties. While the employee works in an office setting, noise levels are moderate, but in the field, noise levels may escalate during planned events. Employees will be required to operate normal office equipment such as telephones, computers, copiers, facsimile machines, and other equipment normally used in a business office. While working at the recreation program sites, employees may participate in various recreational activities, including physical games involving running and jumping. While overseeing arts and crafts activities, employees may be required to handle various supplies such as glues, pastes, and other items normally used to complete the projects undertaken by the campers.
- Participation in various recreational events may expose the employee to hot, cold, wet, or other adverse weather conditions. Exposure to noxious weeds such as poison ivy or poison sumac, and to insect bites and stings are possible.
- This position works a 40-hour work week has different demands throughout the year. Employee must be available on an irregular basis to include evenings and weekends. While the base hours for this position are Monday – Friday 8:30 AM -4:30 PM, hours may shift to evenings and weekends during heavy programming to accommodate the need of the department.