

# Lower Makefield Township

## Job Description

Job Title: Recreation Program Manager  
Department: Parks and Recreation  
Supervisor: Monica Tierney, Parks and Recreation Director

### **Position Summary:**

The Program Manager leads and manages community-driven programming. The Parks and Recreation Manager is responsible for planning, implementing, coordinating, and supervising a variety of recreation programs, events, and activities. Duties include planning and scheduling recreational activities, as well as recruiting, coordinating, and supervising the work of contractors and volunteers.

### **Specific Duties:**

Maximizing the usage of our facilities and parks is essential catering to the needs of the Lower Makefield Community. The Recreational Program Manager is responsible for the following:

- Manage all program contractors while ensuring contracts are up to date and certifications and insurance are current.
- Seek new contractors with skills that can meet the needs of Lower Makefield Township residents.
- Organize Summer Camp and all related camp registration, human resource support, and scheduling before the camp season.
- Provide staff support to the Summer Camp Director during the summer camp season.
- Perform related research and development to determine which recreational programs should be offered at our various facilities, including the Community Center, 5-Mile Woods, Memorial Park, Macclesfield Park, and The Dog Park.
- Evaluate programs for effectiveness and improvements, adjust them when necessary.
- Maintain a program service matrix to ensure that Lower Makefield Township meets the community's needs.
- Responsible for sponsorship and fundraising for special events and programs. Assist the Director in organizing, scheduling, enforcing rules, and overseeing day-to-day operations.
- Keep records of all programs, activities, and attendance and submit quarterly reports to the director.
- Ensure programs are available for registration no less than one month before registration. Responsible for program registration, point of sale, and membership registration.
- Act as a staff liaison to the Youth Committee and Special Events Committee.
- Conduct and attend training and attend Park and Recreation Advisory Board meetings as needed.
- Contribute to team effort by accomplishing related results as needed.
- Perform other duties as assigned.

**Qualifications:**

- 2 Years' Experience in the administration of recreational activities and facilities. Bachelor's degree in recreation, leisure, or associated field.
- Certified Parks and Recreation Professional preferred (Certification must be obtained in the first year of employment).
- Proficient in Microsoft Excel, Word and PowerPoint, Capture Point.
- Ability to communicate clearly and concisely, both orally and in writing.
- Strong organizational skills with attention to detail.
- Ability to work with others as well as independently.
- Primary duties will be conducted during the business day, but a good candidate will be willing to work weekends, evenings, or holidays when needed.
- Dependable and Reliable.

Last reviewed: 02/17/2024

I read and understand my job duties as outlined in this job description:

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_