



MONTGOMERY TOWNSHIP
POSITION TITLE: COMMUNITY RECREATION PROGRAM DIRECTOR
Regular, Full Time, Exempt
DEPARTMENT: Recreation
EFFECTIVE: December 1, 2014
REVISED: January 3, 2018; March 15, 2021

GENERAL DESCRIPTION:

Plans, administers, and coordinates a variety of indoor and outdoor recreation programs for all ages, including special events, athletic and fitness programs and summer camps, as well as overseeing the child watch area, senior center and youth lounge and all related programs.

SUPERVISION RECEIVED:

Under the direction of the Director of Recreation & Community Center.

SUPERVISION EXERCISED:

Supervises part-time employees and volunteers, including child watch staff and occasional supervision of maintenance staff.

ESSENTIAL JOB FUNCTIONS:

Plans, develops, implements, and evaluates Township programs and events associated with athletics or recreation. Recommends new programs or program changes according to resident interests and Township's ability to adopt suggested program. Programs may include cultural, educational, and athletic (individual and group) activities.

Leads and directs a variety of activities such as games, athletics, arts, crafts, drama, music, life skills, field trips, special events, and other indoor/outdoor activities that might occur in the community center or park environment.

Recruits, trains, supervises and schedules the work of part-time employees, volunteers and coaches in such activities as athletic programs, recreational, social and educational activities.

Prepares special reports, grant proposals, purchase orders, press releases; designs flyers, brochures, etc.

Coordinates, supervises and assists with program registrations and ticket sales for events and activities.

Coordinates, schedules and oversees use and rentals of recreational facilities, including rooms, courts, fields and pavilions by leagues, individuals or other groups.



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ESSENTIAL JOB FUNCTIONS: (continued)

Prepares, maintains and administers budget for area of responsibility.

Inventories, purchases and assesses supply and equipment needs for recreation activities.

Interacts and communicates with general public, volunteers, coaches, officials, township staff, committees, sports organizations and school groups.

Serves as liaison to Autumn Festival committee and other recreation committees, which may include attendance at evening meetings, as required.

Maintains cooperative working relationship with other employees, supervisors and managers.

Assists in the development of policies, procedures, and guidelines for recreation activities.

Must be able to work weekends and nights.

Attends relevant professional training to stay current regarding type of programs offered, as well as safety awareness (e.g., CPR, first aid).

JOB STANDARDS (Minimum qualifications needed to perform essential functions):

Working knowledge of the principles, practices, and modern methods of recreation program development and administration and public community recreation center operations.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with staff and the general public.

Ability to organize and prioritize complex work load efficiently.

Knowledge of business, personnel management and budgeting techniques.

Knowledge of supervising and coordinating a summer camp.



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JOB STANDARDS (continued)

Knowledge of recreation software and Microsoft Suite. Desktop Publishing (MS publisher, Adobe InDesign or comparable software), preferred.

Knowledge of principles of supervision, training, and performance evaluations.

Ability to travel between Community Center, Township building, recreation program sites, parks and various locations within and outside the Township.

Ability to understand, follow, and explain standard procedures in the organization.

Ability to work an approved, flexible schedule that may be accommodated with approved, flexible workday starting and ending times. Responsible for working evenings, weekends and early mornings, occasionally, when required, per scheduled meetings and recreation/community center program offerings.

Physical ability to perform the essential functions of the job, including some hands-on physical work.

Walk, stand, sit, or hear, handle office implements and paperwork frequently; individual is required to use hands to operate objects, tools, or controls as well as reach with hands and arms. Occasionally required to climb, stoop, kneel, bend, crouch or crawl.

Ability to lift up to 50 pounds.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities, and qualifications of this position. Position will perform related duties and responsibilities if work is similar to, related to, or appears to be a logical assignment.

JOB LOCATION (Place where work is performed):

Montgomery Township Community Center; Township Parks and various locations within and outside the Township.



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EQUIPMENT:

Computer, telephone, facsimile, copier, calculator, mail machine, various sports equipment used in recreation programs.

EDUCATION, EXPERIENCE AND TRAINING:

Bachelor's Degree in recreation, physical education, or related field from an accredited college or university, plus 3-5 years of professional experience involving recreation, athletics or related work, required. Some supervisory experience, preferred.

Valid PA Class C Driver's License, required.

Certification in CPR and First Aid, required, or obtained within first three (3) months of hire.

Successful results upon completion of pre-employment background checks, pre-employment physical, assessments or tests, as applicable, required.

Ability to communicate and perform well in an interview, and demonstrate proven skills and abilities, required.

Knowledge, coordination and administration of summer camp programs, preferred.

Microsoft Suite knowledge and experience, required. Recreation software program experience, preferred.

Experience in public sector environment, preferred.