

Part-Time Seasonal Recreation Coordinator Manager

Employer: The Borough of Fountain Hill

Employment Term: June to August (8-week, seasonal employment opportunity)

Pay Rate: \$20/hour

Schedule: ~30 hours per week, mostly Monday to Friday

Reports to: Borough Manager and Borough Council

Position Summary

The Recreation Coordinator is responsible for the supervision, coordination, planning, development, evaluation, and day-to-day operations of recreation programs for community members of all ages and abilities in the Fountain Hill parks system. They will work in co-operation with community groups, municipal staff, and borough council to initiate, promote and oversee a wide variety of sport, social and recreational activities at the Stanley Avenue Playground, Fountain Hill Pool, Larry Rapp Memorial Ballfield. They will facilitate continuing successful programs and create new programming based on community needs in conjunction with the Recreation Commission. They will be expected to attend Recreation Commission meetings during the term of employment and report statistics regarding success of park programming and attendance to the commission and council. They will oversee the scheduling and management of both paid and volunteer staff to accomplish these goals.

Position Qualifications

- ☐ At least two years' experience managing recreational activities in a municipal, scholastic, institutional, or similar setting.
- ☐ Experience in staff/volunteer supervision and recruitment.
- ☐ Knowledge of current recreational best practices and trends.
- ☐ Strong communication skills in dealing with both public, subordinate and supervisory figures.
- ☐ Comfortable writing reports, adherence to budgets, time management, meeting goals and creative problem-solving.
- ☐ Familiarity with recreation program design, development, implementation, and evaluation.
- ☐ Experience with and desire to drive community engagement in recreational activities.
- ☐ Ability to effectively advertise and promote recreational activities in traditional and social media.
- ☐ Must be comfortable with lifting or carrying up to 50 pounds intermittently. Frequent walking, standing, reaching, sitting, and bending.
- ☐ Valid driver's license and personal vehicle.
- ☐ Able to pass background check and child clearances.

Please send resume and completed application found on the Borough web site (www.fountainhill.org), to Borough Manager, manager@fhboro.org, 941 Long St. Fountain Hill, PA 18015. Applications will be accepted until the position is filled.