



BOROUGH OF CONSHOHOCKEN

Department of Recreation Services

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Department: Recreation Services and Parks
Position: Recreation Supervisor
Reports to: Director of Recreation Services and Parks or her designee
Supervises: None
Hours: FLSA Exempt Position

PURPOSE OF JOB:

The Recreation Supervisor under the guidance and direction of the Recreation Services Director assists in the planning, coordination, development, implementation, supervision, and evaluation of all recreation programs and events to create a comprehensive offering to all ages and abilities.

ESSENTIAL DUTIES:

- Develop, plan, implement, supervise recreation programs (including fitness and summer camp) and events
- Review current program areas, implement changes or new programs as needed to meet current recreational needs of the community
- Supervise, oversee, and monitor recreation programs (including fitness and summer camp), events, rentals at Borough recreation facilities including, but not limited to athletic fields, parks, Community Center including evenings, weekends, and holidays
- Assist in the hiring, training, supervision, and evaluation of part-time and seasonal recreational staff
- Maximize the effective use of facilities for programs and activities while maintaining the master calendar
- Work closely with the Colonial School District, neighboring municipalities, private schools, private businesses, and organizations in scheduling the use of facilities and offerings of recreation activities
- Communicate professionally and effectively with staff, volunteers, participants, parents and community
- Assist in the preparation of the annual budget
- Monitor revenue and expenses for department needs
- Maintain inventory and order equipment for programs and supplies as necessary
- Assist in the preparation of department publications including activity guide and compose advertising materials
- Assists public with rentals, program information and registrations, etc.
- Assists with recreation software portal including scheduling, reservations, registrations, invoicing, and point-of-sale procedures
- Enforces all Borough policies, protocols, procedures, and park rules for staff, instructors, volunteers, organizations, and rentals
- Provides support for all special events
- Maintains cooperative working relationship with other staff, supervisors, and departments.
- Complies with all Borough policies, protocols and procedures.
- Performs other administrative duties as assigned.

STANDARDS:

The employee will communicate regularly with the Recreation Services Director and assure all office and department policies, procedures, rules, protocols, and standards are met at all times. Employee performs and correctly completes assigned tasks independently and without direct supervision at all times. Work is performed in accordance and in compliance with established Borough of Conshohocken operating policies and procedures.

The employee must demonstrate the ability to work well with coworkers at all times. Employee will maintain a professional and cordial manner at all times when dealing with the public and with others. Professional office conduct is required from employee at all times. Some situations require the use of judgement and discretion, and said judgement and discretion shall be exercised and sound at all times.

EDUCATION and/or EXPERIENCE:

- An undergraduate degree from an accredited college or university in recreation, physical education, or closely related field, or currently working towards one
- 2 years or more experience required in recreation program management or a combination of education, experience, training which provides the required knowledge, skills and abilities to program, design and plan activities, ability to assign, coordinate and supervise the work of staff and/or instructors
- Must have and maintain acceptable background clearances
- Current Red Cross or equivalent CPR, AED and First Aid Certification (certification training will be provided upon hire, if necessary, at a cost to the employee)
- Knowledge, coordination, and administration of summer camp programs, preferred

LANGUAGE SKILLS:

Must have strong communication skills, with ability to compose correspondence and other departmental materials. Strong verbal communications are essential to the position.

OTHER SKILLS and ABILITIES:

Ability to work within established guidelines with little direct supervision; ability to perform a variety of tasks at the same time; and ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Strong telephone skills are required. Ability to use a computer including experience in MS Office including Word, Excel, Publisher, Outlook, copier/scanner. Must possess organizational skills; be self-motivated; simple math skills; ability to establish effective working relationships with residents, visitors, contractors, corporate citizens and the general public.

CONDITIONS

Work schedule will include days, nights, and weekends. Must lift light to moderate objects, materials, and equipment weighing up to 20 pounds. Must be able to stand for periods of time and set-up and breakdown tables, chairs, and other recreation equipment or items required for rentals and programs. May be required to interact with customers with varying dispositions and may be required to utilize Borough wide software applications to maintain records and perform various duties. Position will be challenging and may have periods of stress.

This job description does not list all duties of the job. The Director of Recreation Services and Parks or her designee may ask employee to perform other job-related duties. The Borough reserves the right to revise this job description at any time. Employee will be evaluated in part based upon performance of the tasks listed in the job description.