



BOROUGH OF CONSHOHOCKEN

Department of Recreation Services

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Department: Recreation Services and Parks
Position: Recreation Coordinator
Reports to: Director of Recreation Services and Parks or her designee
Supervises: Part-time employees as assigned
Hours: FLSA Exempt Position
Salary Range: \$50,000 - \$55,000/year

JOB SUMMARY:

The Recreation Coordinator under the guidance and direction of the Recreation Services Director will supervise, oversee, and monitor morning and weekend recreation programs, events, rentals at the Community Center at the Fel and other Borough facilities including, but not limited to athletic fields, parks.

ESSENTIAL JOB FUNCTIONS:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position.

- Supervise and manage morning and weekend operations of the facility and parks, ensuring a smooth and efficient workflow
- Implements and supervises recreation programs (including fitness classes)
- Oversee facility/park cleanliness, maintenance, and safety, promptly addressing any issues or concerns
- Coordinate facility/park management as assigned in conjunction with the Department of Public Services
- Provide leadership and support to morning and weekend staff, offering guidance and assistance as needed
- Ensure compliance with safety regulations, facility/park policies, including emergency procedures and crowd control
- Assist in the coordination of programs, events, and activities happening during morning and weekend hours, ensuring they run smoothly
- Address any inquiries, concerns, or complaints, ensuring a positive experience for all visitors
- Register members, guests and visitors using the appropriate rules and regulations, as well as greeting and properly directing all authorized users
- Ensure payment protocols are upheld for usage of the facility and processes payments, memberships, waivers, licenses and permits, reservations and rental requests
- Maintain and check equipment and complete a daily task sheet following opening and closing procedures
- Communicate professionally and effectively with staff, volunteers, participants, parents and community
- Maintain inventory for programs and supplies as necessary
- Assist public with rentals, program information and registrations, etc.
- Assist with recreation software portal including registrations, invoicing, and point-of-sale procedures
- Enforce all Borough policies, protocols, procedures, and park rules for staff, instructors, volunteers, organizations, and rentals
- Provide support for all Recreation Services and Borough wide special events
- Maintain cooperative working relationship with other staff, supervisors, and departments
- Comply with all Borough policies, protocols and procedures
- Perform other administrative duties as assigned

STANDARDS:

The employee will communicate regularly with the Recreation Services Director and ensure 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 is required
- 2 years or more, preferred, 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
- Group fitness and personal training certification preferred
- 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)
- Requires knowledge of recreation programs and recreation program development for all age groups

LANGUAGE SKILLS:

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

OTHER SKILLS and ABILITIES:

Requires the ability to plan, implement and evaluate recreation programs and make sound recommendations for improvement. Requires the 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 early mornings and weekends with two days off during the week. Off days will be discussed prior to hire with the Recreation Director based on the Community Center at the Fel schedule. Must lift light to moderate objects, materials, and equipment weighing up to 50 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.

This is an FLSA exempt position. The position is an at-will position; the person hired for this position is hired for no specific term and the Borough reserves the right to terminate the relationship at any time. Nothing in this job description should be construed as a contract or guarantee of continued employment and the Borough reserves the right to change benefits or bypass discipline policies if the situation warrants.

I, _____, have read and understand all of the duties and requirements specified in this job description and agree to abide by all rules and regulations while in the employment of the Borough of Conshohocken.

Employee Signature _____ Date _____