



Downingtown Area Recreation Consortium

114 Bell Tavern Road, Downingtown, PA 19335 Phone 610-269-9260

Email: downingtownrec@gmail.com website www.darc.info

DOWNINGTOWN AREA RECREATION CONSORTIUM (DARC)

JOB DESCRIPTION

JOB TITLE: RECREATION PROGRAM COORDINATOR
DEPARTMENT: RECREATION **REPORTS TO:** EXECUTIVE DIRECTOR
LOCATION: 114 BELL TAVERN ROAD, DOWNINGTOWN, PA 19335
STARTING SALARY RANGE: \$38,000-40,000 + BENEFITS

SUMMARY:

Assist the Executive Director in the daily operations of all programs offered by the DARC. Helps to plan, administer, and coordinate a variety of indoor and outdoor recreation programs for all ages, including some special events, summer camps, athletic and fitness programs, health and wellness programs, adult and youth dance programs, as well as overseeing adult softball, basketball, and related sports leagues.

ESSENTIAL FUNCTIONS:

1. Plans, develops, implements, and evaluates programs and events associated with the recreation department. Recommends new programs or program changes according to resident interests and the Consortium's ability to adopt suggested programs. Programs may include cultural, educational, and athletic (individual and group) activities. To assist the Executive Director in the daily operations of all programs offered by DARC.
2. Assist in the preparation, design, and distribution of a quarterly brochure which gets distributed to all residents of the Downingtown Area School District and the surrounding areas. Includes contacting instructors, typing information for printer, facility requests, writing contracts, etc. Assist in the design, editing and proofreading copy for the brochure.
3. Assist with updating the website, website maintenance, social media updates, email marketing and writing press releases for municipal newsletters and community newspapers. Research various avenues to help with the marketing of the recreation programs to the community. Develop new marketing methods and stay on top of current trends.
4. Assist in the development and implementation of all classes, activities and summer programs. 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 within the townships that DARC services. Assist in the support and direction of new and returning instructors. Help organize and oversee specialty camps. Prepare and set up facilities and programs for events, including softball fields, and basketball courts.
5. Update and maintain program registrations and tickets sales for all events and activities. Assist in the registration of participants for various classes either over the phone or in the DARC office, to include counter and phone work, verifying revenue for the day, and conducting closing procedures.
6. Inventories, and assesses supply and equipment needs for recreation activities then submits requests to director for approval and actual submittal.
7. Interacts and communicates with general public, volunteers, coaches, officials, township staff, committees,

sports organizations, and school groups.

8. Assists in the development of policies, procedures, and guidelines for recreation activities.
9. Maintains cooperative working relationship with other employees, volunteers, supervisors, township managers, and members of the DARC Board of Directors.
10. Must be able to work nights and weekends.
11. Helps to maintain an awareness of recreation trends, as well as safety awareness, through the continual interest and participation in professional organizations (i.e.: PRPS, LERN, NRPA). Provide the Director and the Board with reports regarding relevant findings resulting from membership in the organization and participation at the conferences.
12. Assist the Executive Director in pursuing other avenues of revenue to include sports tournaments, business sponsorships, brochure advertisements, etc.
13. Assist in the implementation of seasonal classes to include unlocking and locking of facilities, posting signs at the start of the program, checking in on instructors periodically, getting evaluations from participants, etc.
14. Fully knowledgeable about all office functions and programs.
15. Complies with all Downingtown Area Recreation Consortium Policies and Procedures.
16. Performs other duties or projects assigned by the management team.

MINIMUM QUALIFICATIONS & EXPERIENCE:

- Working knowledge of the principles, practices, and modern methods of recreation program development and administration and public community recreation operations.
- Must have a valid PA driver's license.
- Bachelor's Degree from an accredited college or university in recreation, physical education, or related field, required.
- Must be able to effectively communicate in both oral and in written form.
- Must be able to effectively maintain relationships with staff and general public of all ages.
- 1-2 years of professional experience involving recreation, athletics or related work, preferred.
- Experience in a leadership role working with school age children, e.g., scouting, coaching, etc., preferred.
- Some supervisory experience, preferred.
- Experience with and/or participation in a variety of recreational activities, preferred.
- Knowledge, coordination and administration of summer camp programs, preferred
- Ability to organize and prioritize complex work load efficiently.
- Ability to understand program budgets and stay within guidelines.
- Must be proficient in Microsoft Office Suite.
- Must have knowledge of recreation software.
- Ability to travel between recreation program sites, parks and various locations within and outside the DARC service area.
- Ability to understand, follows, and explains standard procedures in the organization.
- Ability to work an approved, flexible schedule that may be accommodated with approved, flexible workday starting and ending times.
- Must be able to work evenings, weekends, and early mornings, occasionally, when required, to meet the needs of the recreation programs and meetings.
- Must be able to physically perform the essential functions of the job, including hands-on physical work, frequently using computer & office equipment, recreational equipment, and supervise attendees at recreation events. This includes frequently walking, standing, sitting, listening, reaching to operate equipment and

complete required paperwork. In addition, must be able to lift up to 50 pounds. Occasionally required to climb, stoop, kneel, bend, crouch or crawl.

Must be able to obtain the following upon hire:

- Must obtain an Act 34 Clearance, required.
- Must obtain PA Criminal Background Check, required.
- Must obtain FBI Clearance, required.
- Certification in CPR and First Aid, required (or obtained within first three (3) months of hire), required.

Revised October 2022