



Downingtown Area Recreation Consortium

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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: \$40,000-\$55,000 based on experience + Medical 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:

- Bachelor's Degree from an accredited college or university in recreation, physical education, or related field, required.
- 1-2 years of professional experience involving recreation, athletics or related work, preferred.
- Certified Parks & Recreation Professional (CPRP), preferred.
- Working knowledge of the principles, practices, and modern methods of recreation program development, administration, and community recreation operations.
- Valid Pennsylvania driver's license required.
- Strong written and verbal communication skills.
- Ability to establish and maintain effective working relationships with staff, participants, and members of the public of all ages.
- Leadership experience working with school-age children (e.g., scouting, coaching, camps, or similar programs) preferred.

- Some supervisory experience preferred.
- Experience participating in or coordinating a variety of recreational activities preferred.
- Knowledge of summer camp program coordination and administration preferred.
- Ability to effectively organize, prioritize, and manage multiple tasks and responsibilities.
- Ability to understand program budgets and operate within established financial guidelines.
- Proficiency in Microsoft Office Suite and Google Workspace (Docs, Sheets, etc.).
- Familiarity with recreation management or registration software preferred.
- Ability to travel between recreation program sites, parks, and other locations within and outside the DARC service area.
- Ability to understand, follow, and explain standard organizational policies and procedures.
- Availability to work occasional evenings, weekends, and early mornings to support recreation programs, events, 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 PA Criminal Background and PA Child Abuse Clearances, required.
- Must obtain FBI Fingerprint Clearance, required.
- Certification in CPR and First Aid, required (or obtained within first three (3) months of hire), required.
- Must successfully complete a credit check with a minimum score of 650, because the position involves handling cash and credit transactions, required.