



Downingtown Area Recreation Consortium

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DOWNINGTOWN AREA RECREATION CONSORTIUM (DARC)

JOB DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR

DEPARTMENT: RECREATION **REPORTS TO:** EXECUTIVE DIRECTOR, ASSISTANT DIRECTOR,
& DARC BOARD OF DIRECTORS

LOCATION: 114 BELL TAVERN ROAD, DOWNINGTOWN, PA 19335

STARTING SALARY RANGE: \$30,000 - \$34,000 + BENEFITS

PURPOSE: *(this is not an all-inclusive job description and additional essential functions and job standards may apply)*

Assist the Executive Director in the daily operations of all programs offered by the Downingtown Area Recreation Consortium (DARC). Plans, administers, and coordinates 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.

The above are intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Perform related duties and responsibilities as required; as assigned by the DARC Board of Directors.

MINIMUM QUALIFICATIONS:

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.

Communicate effectively, both orally and in writing.

Maintain effective working relationships with staff and general public.

Ability to organize and prioritize complex work load efficiently.

Ability to understand program budgets and stay within guidelines.

Knowledge of recreation software and Microsoft Office Suite.

Knowledge of principles of supervision, training, and performance evaluations.

Ability to travel between recreation program sites, parks and various locations within and outside the DARC service area.

Ability to understand, follow, and explain standard procedures in the organization.

Ability to work an approved, flexible schedule that may be accommodated with approved, flexible workday starting and ending times. Responsible for working evenings, weekends, and early mornings, occasionally, when required, per scheduled meetings and recreation program offerings.

Physical ability to perform the essential functions of the job, including some hands-on physical work. Ability to lift up to 50 pounds.

Walk, stand, sit, hear, handle office implements and paperwork frequently; individual is required to use hands to operate objects, tools, or controls as well as reach with hands and arms. Occasionally required to climb, stoop, kneel, bend, crouch or crawl.

EQUIPMENT:

Computer, telephone, copier, calculator, various sports equipment used in recreation programs and in preparing fields for play.

RECOMMENDED AND REQUIRED EDUCATION, EXPERIENCE AND TRAINING:

Education: Bachelor's Degree from an accredited college or university in recreation, physical education, or related field, required.

- Experience:**
1. 1-2 years of professional experience involving recreation, athletics or related work, preferred.
 2. Leadership role with school age children, e.g., scouting, coaching, etc., preferred.
 3. Some supervisory experience, preferred.
 4. Experience with and/or participation in a variety of recreational activities, preferred.
 5. Knowledge, coordination and administration of summer camp programs, preferred.
 6. Microsoft Office Suite knowledge and experience, required. Recreation software program experience, preferred.
 7. Experience in public sector environment, preferred.

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

Revised: November 2019