TOWNSHIP OF ABINGTON

Employment Opportunity Posting

INTERNAL AND EXTERNAL POSTING

DATE	February 19, 2025
POSITION	Recreation Program Supervisor
DEPARTMENT	Parks and Recreation
SALARY	$62,000.00
JOB DESCRIPTION	See attached
DEADLINE	Open Until Filled

Applications are available online at www.abingtonpa.gov/jobapplication. For additional information contact Jessica Tholey, Director of Parks and Recreation at 215-576-5213 ext. 5081. Abington Township is an Equal Opportunity Employer.

TOWNSHIP OF ABINGTON

Job Description

Department: Parks and Recreation

Position: Recreation Program Supervisor

Classification: Salaried FLSA FT Exempt

Reports to: Assistant Parks and Recreation Director

Supervises: Part -Time Park Guards and Program Staff

Purpose: The primary purpose of this position is to perform intermediate professional work planning and organizing a variety of recreation programs, leisure, and sports activities; related work as required. All work is completed in accordance with Township ordinances, procedures, practices and other laws of the Township and Commonwealth of Pennsylvania. Assignments and supervision are received through the Director and Assistant Director of the Parks and Recreation Department. Supervision is exercised over part-time and program staff.

Tasks: Interacts pleasantly with residents, customers, and the general public; planning, implementing, supervising, and participating in recreational programs, special events and sports activities; securing and supervising program staff; preparing and maintaining appropriate records; preparing reports. Plans, organizes and supervises a variety of recreation programs for all age groups; Makes recommendations on new hires and disciplinary consequences, schedules, supervises, and trains staff; Schedules reservations for Alverthorpe Park facilities; Collects a variety of fees and revenue; Oversees maintenance of Alverthorpe Park; recommends park improvements; registers program participants; prepares flyers and promotional materials for department programs, activities, and events; orders materials, supplies and equipment for recreation programs; schedules year-round and seasonal staff; reviews staff payroll; recommends policy and procedure improvements for programs; recommends necessary capital improvements; Collects green fees; prepares reports on programs and activities; oversees scheduling of all Parks and Recreation sports fields, Crestmont Clubhouse and Ardsley Community Center; schedules cleaning of recreational facilities; performs related tasks as required.

Job Standards (Minimum qualifications needed to perform essential functions): General knowledge of participants, rules, materials and equipment required for a variety of recreational activities; General knowledge of the rules and equipment of various sports and recreation activities; ability to instruct participants; Thorough knowledge of the philosophy and objectives of public recreation; general knowledge of first aid practices and techniques; Ability to adhere to program standards and objectives outlined by department executive; Ability to resolve disputes with firmness and impartiality; ability to meet and deal tactfully with the general public; Ability to supervise subordinate staff; Ability to establish and maintain effective working relationships with associates and the general public, Ability to work evenings and weekends when necessary.

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of

force frequently, and a negligible amount of force constantly to move objects; work requires kneeling, crouching, reaching, standing, walking, lifting, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective equipment.

Required Skills, Knowledge and Abilities: Possession of an appropriate driver's license valid in the Commonwealth of Pennsylvania. Possession of Certified Leisure Professional certificate.

Employee may be asked to perform other duties; provided those duties are not illegal or injurious to the employee's health; Employee will be evaluated in part based upon performance of the tasks listed in this job description. Management has the right to revise this job description at any time. This job description does not list all the duties of the job. The employee may be asked to perform other job-related duties.

Education and Experience: Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in recreation services or related field and two years' experience in organized recreation programs.

Job Location (Place[s] where work is performed): Alverthorpe Park, Alverthorpe Manor, Crestmont Clubhouse, Ardsley Community Center, and various locations throughout the Township.

Equipment (Examples of machines, devices, tools, etc., used in job performance): Township vehicle; computer; telephone; smartphone; recreation equipment; office supplies.