



Bristol Township

2501 Bath Road · Bristol, PA 19007
(215) 785-4710 · Fax (215) 788-8541

JOB DESCRIPTION

RECREATION DIRECTOR

REPORTS TO: Township Manager

DEPARTMENT: Recreation

CLASSIFICATION: Full time / FLSA Exempt/ Managerial

DATE: February 2017

JOB SUMMARY

Performs administrative and professional work in the planning, development and operation of a comprehensive recreation program for the community. Researches and plans recreation activities and special community events.

This is a full time, professional managerial position; Fair Labor and Standards Act status: Exempt. Salary DOQ.

ESSENTIAL FUNCTIONS

- Plans and manages recreation programs including summer day camps, special community events, seasonal events and other activities.
- Performs public relations duties; prepares news releases, information and marketing bulletins and other publicity on recreation activities and events.
- Develops strategic partnerships with vendors, sponsors, and other local and county government agencies to maximize exposure and success for recreation activities and events.

- Prepares and manages annual budget for recreation program and special event functions. Maintains departmental inventory of equipment and supplies.
- Coordinates use of municipal parks, fields and facilities with non-profit local sports and recreation leagues. Maintains records for parks, fields and facilities usage including all related insurance and risk management documents.
- Coordination with Director of Public Works for maintenance of fields, playgrounds and other recreational facilities
- Researches and procures all materials, refreshments and equipment needed for municipal recreation activities and events.
- Works with and directs event day staff (employees and volunteers) for setup, maintenance, security and breakdown.
- Interviews, screens and nominates candidates for temporary seasonal employment for summer camps.
- Secures school district approval, via strategic partnership, for use of district school facility for summer camps.
- Trains and supervises summer camp employees.
- Develops and implements appropriate risk management policies for summer camp employees. Manages all payroll records for summer camp employees.
- Promotes and advertises summer camp enrollment with the local school officials to reach target population.
- Secures sponsorships and partnerships for successful summer camp programs.
- Files regular reports and promotional plans with the Township administration and elected officials.
- Other duties as assigned by the Township Manager.

SKILLS, KNOWLEDGE AND ABILITIES

- Outstanding verbal and written communication abilities.
- Outstanding Microsoft Office usage skills; including PowerPoint
- Knowledge of successful strategies for municipal recreation and special event implementation.
- Knowledge of goal oriented delivery of municipal service strategies.

MINIMUM QUALIFICATIONS

- Bachelor of Arts degree in professional / community recreation, parks & recreation management or similar degree strongly preferred or equivalent combination of education and recreation management experience.
- Two years of experience with similar duties in a municipal government or county government desired.
- Full criminal background clearance including Pennsylvania state requirements for working with minors.
- Must be bondable, credit history report is required.
- Valid Pennsylvania driver's license.