

POSITION SUMMARY

- Plans, organizes, and coordinates community recreation programs including cultural arts, sports programs and leagues, physical and health activities, and special events. The Assistant Community Programs Coordinator works under the general supervision of the Community Programs Coordinator. Work involves some initiative and independent judgment and is periodically reviewed at completion.
- Work is performed during scheduled hours assigned by the Director of Recreation and Leisure Services and may involve additional hours as needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, organizes, and supervises the programs and activities for youth and adults of Upper St. Clair and surrounding communities.
- Promotes and implements the delivery of exciting, engaging, age-appropriate games, physical fitness and recreation programs and activities and incorporates youth development principles into activities and programs.
- Assist as needed with the Older Adults programming, including the weekly lunch and other activities.
- Organizes and supervises all meetings, classes, and events as required.
- Maintains a safe and positive environment for youth.
- Maintains equipment.
- Orders supplies and tracks orders.
- Responds to inquiries/issues regarding programs.
- Performs tasks as required by the Community Programs Coordinator, the Assistant Director of Recreation and Leisure Services, and the Director of Recreation and Leisure Services.

QUALIFICATIONS

Necessary Knowledge, Skills, and Abilities

- Must be CPR and First Aid certified on a yearly basis.
- Must have current Child Abuse, Criminal Abuse, and FBI Clearances.

ASSISTANT COMMUNITY PROGRAMS
COORDINATOR

RECREATION AND LEISURE
SERVICES

- Knowledge of youth programming philosophy, planning, and administration.
- Knowledge of the equipment, facilities, and techniques utilized in youth programming.
- Ability to develop, coordinate, and direct varied activities involved in youth programming.
- Ability to establish and maintain effective working relationships with employees, participants, and others.
- Ability to understand the special needs of and deal with youth (ages 6-18).
- Working knowledge of computers and electronic data processing.
- Working knowledge of modern office practices and procedures.
- Ability to carry out moderate tasks with accuracy.
- Ability to perform functions such as typing, filing, word processing, formatting of office communications, problem solving, as the employee must be able to resolve discrepancies and answer questions from participants, parents, and employees.
- Ability to clearly and effectively communicate orally and in writing in the English language.
- Ability to plan, organizes, and completes assigned tasks in a timely fashion.
- Ability to organize daily activities and maintain records and files.
- Ability to work and communicate effectively with Township employees, elected officials, other agencies, and the public.

Experience and Training

- Graduation from a four-year college or university with a degree in Recreation, Physical Education, Sport Management, Exercise Science, or a closely related field.
- At least one (1) year of experience with recreation programs, preferably involving youth.

EQUIPMENT USED

- Personal computer, including word processing software; copy and fax machine; telephone; public address system.

PHYSICAL DEMANDS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, equipment, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

SELECTION GUIDELINES

- Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.
- The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.
- The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

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