

# TOWNSHIP OF CUMRU

BERKS COUNTY, PENNSYLVANIA  
1775 WELSH ROAD  
MOHNTON, PA. 19540

WWW.CUMRUTOWNSHIP.COM

## JOB DESCRIPTION

This Job Description is designed to accurately reflect job duties. However, it may not be all-inclusive and other job related duties may be required. Reasonable accommodations that do not cause an undue hardship on the Township will be considered as required by local, state, or federal law.

TITLE: Park & Recreation Director  
DEPARTMENT: Recreation Department

### SUPERVISED BY:

This position is supervised by the Township Manager. The Township Manager has the authority to comment and evaluate the Park and Recreation Director position. Comments are made through verbal and written instructions and by physical demonstration, as necessary. Evaluations are written and done at least every 12 months.

JOB IS: Three quarters time  
WORK SCHEDULE: Hours vary  
SPECIAL SCHEDULE: Available, as necessary, unless prior arrangements have been made with the supervisor  
DATE COMPLETED: December 15, 2003  
EFFECTIVE DATE: January 1, 2004

### PURPOSE OF POSITION:

The purpose of the Park and Recreation Director position is to oversee the development and execution of regular recreation programs for the residents of Cumru Township.



**MINIMUM REQUIREMENTS TO HOLD THIS POSITION:****Required Ability to Use/or/Learn to Use and Operate the Following:**

- Standard office equipment
- Standard equipment/tools/machines/vehicles, typically used in a municipal recreation department
- Required background check necessary to ensure the individual's ability to work with children
- Working knowledge of Adobe software including "In Design" and/or other desktop publishing software

**ESSENTIAL FUNCTIONS REQUIRED TO PERFORM THE POSITION:****Essential Abilities To:**

- Accurately complete administrative forms and reports in a timely fashion
- Adhere to all rules, regulations, and procedures necessary to maintain required licenses, certificates, and/or registrations
- Apply common sense understanding to carry out instructions
- Attend meetings requested by supervisor
- Carry out job functions with or without supervision
- Carry out job functions without posing a direct threat to the health or safety to self or others
- Communicate effectively
- Drive, as required
- Effectively and efficiently carry out written and verbal job related instructions
- Exercise courtesy and tact when dealing with others
- Exercise sound judgment when evaluating situations, when offering positive suggestions, and when making decisions
- Maintain acceptable attendance/punctuality standards
- Maintain quality and quantity production standards
- Maintain socially appropriate behavior
- Read labels and written instructions which are typically in English
- Request assistance when appropriate
- Request assistance when appropriate, including but not limited to, the safe and efficient use and operating of equipment, tools, and machines
- Respond to inquires and/or complaints in a timely and professional manner
- Understand and comply with safety, personnel, and other policies and procedures
- Work effectively and harmoniously in a culturally and ethnically diverse work force
- Work in coordination with others
- Work under pressure typically associated with this type of position

## Essential Tasks and Responsibilities:

- Attend all Park and Recreation Board Meetings to report on the recreation programs in general and make recommendations to improve those programs.
- Provide recommendations for the development and maintenance of all recreation facilities in the township.
- Oversee all recreation events, which are conducted by the Township.
  - Registration of participants.
  - Scheduling of activities and use of fields by local organizations.
  - Reports on all sponsored events.
  - Maintaining regular communication with the County and State Recreation Department.
- Oversee the Township's summer playground program and ensure the Recreation Coordinator of the program is performing all duties as assigned. Interview Coordinator and leaders. Make recommendations for hiring playground staff.
- Establish regularly scheduled monthly and yearly recreation activities for all residents of the township: children, youth, adults, and seniors.
- Hire or contract with qualified instructors to teach programs in accordance with the needs of the residents of the Township.
- Develop new recreation programs for the Township that meet the needs of all population groups and reflects the diversity of the Township.
- Oversee a staff of volunteers to assist with the development and delivery of regularly scheduled recreation programs.
- Write and maintain records and reports on all recreation activities in the Township.
  - Volunteers assisting.
  - Number of participants.
  - Program schedule and details.
  - Program budget and purchases.
- Liaison with local municipal recreation boards and staff to coordinate recreation programs when possible and leverage budget dollars.
- Liaison with local youth and adult sport clubs and boards to coordinate athletic programs when possible.
- Prepare a bi-annual newsletter on recreation activities; news from the manager, police department, fire chief, etc. and events in the Township and Berks County.
- Develop, review, and execute a five year and ten year strategic plan for the recreation programs of the Township in conjunction with the Township Manager, Township commissioners, and the Park and Recreation Board as appropriate.
- Provide recommendations in conjunction with the Township Manager, the Township Commissioners, and the Park and Recreation Board as appropriate on the development and use of new land acquired for recreation.
- Assist the Township Manager in applying for all applicable local, state, and federal grants available.

- Attend workshops to expand working knowledge on recreational issues, such as walking trails, playground equipment safety, filing grant applications, etc.
- Address the concerns of citizens in conjunction with the Township Manager and the Board of Commissioners.

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I have read and understand this Job Description. I am able to abide by and adhere to its contents.

Job Description Title: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Please Note:

Complete the following ONLY if the employee is unwilling to sign the Job Description.

I gave a copy of the attached Job Description document to the following employee on this date. The employee was unwilling to sign the Job Description form.

Employee Name: (Printed) \_\_\_\_\_

My Name (Printed): \_\_\_\_\_

My Name (Signed): \_\_\_\_\_

Date: \_\_\_\_\_