



# JOB DESCRIPTION

---

**POSITION TITLE:** Park and Recreation Administrative Assistant  
**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Parks and Recreation Director

**EEO JOB CATEGORY:** Administrative Support  
**JOB DESCRIPTION EFFECTIVE DATE:** March 2023

---

**PURPOSE OF THIS POSITION:** This position is administrative work of average difficulty. The employee in this position is responsible for assisting the Park and Recreation Director with operation, development and delivery of the Township's recreation program.

---

**TYPICAL EXAMPLES OF WORK:** This job description is designed to accurately reflect job duties. However, it is not all-inclusive and other job related duties would be required.

- Assists the Parks and Recreation Director with:
  - Planning, organization, marketing and operation of community events and recreation programs.
  - Monitoring registration of all recreation programs and communicates registration status to instructors.
  - Scheduling of the use of Parks and Recreation facilities.
- Answers telephone calls and responds to public inquiries regarding the Department's services and programming made by telephone or email.
- Attend and oversee the front desk during office hours.
- Attends program starts and last day closeouts and conducts drop-in checks for multi-session activities as directed by the Park and Recreation Director.
- Plan, oversee and run monthly youth programs.

- Address customer service issues and complaints and advises Parks and Recreation Director of issues.
- Prepares financial and participation summary reports for seasonal programs and activities as requested by the Park and Recreation Director.
- Perform other administrative duties such as updating the website, clerical work and other activities or projects that may be assigned by the Park and Recreation Director.

---

**NECESSARY OCCUPATIONAL TRAITS:**

**Knowledge:** Knowledge of administrative methods and techniques that can be adapted to Park and Recreation Department operations.

**Skills:** Communicates effectively both orally and in writing. Can demonstrate organizational and management skills.

**Abilities:** Ability to use standard office equipment including computer, automated registration programs, desktop publishing software programs and word processing software. Ability to exercise good judgment and courtesy when dealing with the public.

**MINIMUM EDUCATION, TRAINING, AND EXPERIENCE REQUIREMENTS:**

- High School Diploma or equivalent .
- Some experience and demonstrated ability in developing, organizing and supervising programs, trips and activities preferred.
- Any equivalent of experience and training that provides the required knowledge skills and abilities.

**SPECIAL QUALIFICATIONS REQUIRED (Licenses, Certifications, Registrations):**

PA Driver's license.