

## **JOB NOTICE**

### **Parks & Recreation Program Coordinator Springfield Township, Montgomery County**

Springfield Township, Montgomery County, has a full-time opportunity for a Parks & Recreation Program Coordinator. Position reports directly to the Township Parks and Recreation Director and is responsible for planning, organizing, and overseeing a variety of recreational programs within the community. The coordinator will work closely with community members, local organizations and other stakeholders to develop and implement high-quality recreation services.

This is a professional, but hands on position with no dedicated support staff. Essential job functions include, plan, organize, administer and facilitate programming for an extensive parks system and all assigned programs and activities, enforces township policies, procedures and rules for staff, instructors, volunteers, contractors and facility renters. This position requires a person who is knowledgeable of the principles of a public park system, programming, events and industry trends.

The Parks and Recreation Coordinator is responsible for maintaining an accurate and timely monthly financial report of program registrations and facility rentals

Bachelor's degree with major course work in Recreation Management, Sports Administration, Public Administration or a related field is required along with a minimum of 2 years of directly related experience. Job description is available at [www.springfieldmontco.org](http://www.springfieldmontco.org). Interested applicants should send resume, cover letter, salary requirements and three (3) professional references to Parks and Recreation Program Coordinator Search, Springfield Township, 1510 Paper Mill Road, Wyndmoor, PA 19038, or email all documents in a single .pdf format to Craig Lloyd at [clloyd@springfieldmontco.org](mailto:clloyd@springfieldmontco.org) no later than November 22, 2024. Springfield Township is an Equal Opportunity Employer.