

EDGEWOOD BOROUGH

Recreation and Community Engagement Coordinator

Definition

This employee will perform administrative, supervisory and professional work in the planning, development and operation of a comprehensive public recreation program for the Borough under the direct supervision of the Borough Manager. The employee will also serve as the point of contact for community organizations and assist the Borough Manager with borough events. Occasional night and weekend work may be required for borough events. This is a part time, 20 hour per week position. Employee must be able to pass a criminal background check.

Duties

1. Plan, develop, and manage borough recreation programs, activities and special events.
2. Administrative oversight of recreation programs, including child registration on TeamSnap, vendor management, purchasing, clearance checks on volunteer coaches, and scheduling sports officials.
3. Coordination with community partners and organizations for annual events including but not limited to: Movies in the Park, Fall Festival, Light Up Edgewood, and Edgewood Community Day.
4. On-site supervision of all recreational programs and community events.
5. Manage field use schedules and points of contact for all field users.
6. Act as a point of contact for those participating in recreation offerings.
7. Work with community partners on annual events.
8. Communicate openly and effectively with supervisors, co-workers, staff, participants, parents and volunteers in order to provide excellent customer service in a timely manner.
9. Solicit fundraising donations for recreation programs.
10. Prepare articles for the Borough newsletter and website, assists with bi-monthly newsletter publication.
11. Oversee social media and outreach for the Borough administration and recreation, including marketing of recreational offerings.
12. Prepare a monthly report for borough council.
13. Monitors budget performance and assists with preparation of annual budget.
14. Researches and applies for grants and funding opportunities as directed.
15. Attend meetings with committees or volunteers as directed by the borough manager.
16. Any other duty as directed by the borough manager.

Qualifications

Successful candidates will possess at minimum an associate's degree in a related field and at least two year's experience in the recreation field, or any combination of education and experience.

Required Knowledge, Skills, and Abilities

Knowledge of recreation programs and their management.

Possess computer skills and knowledge of social media platforms, email marketing, web design a plus.

Excellent customer relation skills and ability to interact with the public and community volunteers.

Excellent written and verbal communication skills are required.

Models appropriate behaviors for participants and volunteers at all times.

Ability to maintain confidentiality and pass a criminal background check and obtain and maintain required clearances.

Ability to organize and direct programs.

Ability to work occasional night and weekend events.

Ability to establish and maintain effective working relationships with employees, other agencies and the public.

Ability to use personal vehicle to run errands and pick up supplies as needed.

Ability to walk, stand, sit, and talk or hear; must occasionally lift and/or move up to 25 pounds; occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

License Requirements

Possession of a valid Pennsylvania motor vehicle operator's license and reliable transportation.

PA Act 33/34 clearances.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing 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 situated in an office environment. Occasionally, the employee works in outside weather conditions. The noise level in the work environment is usually quiet while in the office, or moderately noisy when in the field.

Application

Interested candidates should submit a letter of interest, resume, salary history and three professional references to: Rob Zahorchak, Borough Manager, Edgewood Borough 2 Race Street Pittsburgh, PA 15218.