



ASSISTANT DIRECTOR, PARKS AND RECREATION

Exeter Township is searching for a self-motivated, flexible, high-energy individual with superior interpersonal, communications, organizational, and customer service skills to join our team.

The Assistant Director of Parks & Recreation reports directly to the Assistant Township Manager, and is responsible for planning, organizing, and overseeing the programs, services, events, and general operations of the department. Under general supervision, this person will lead community events, plan and implement programming, fundraise, manage facilities, and perform other duties as assigned.

Job Description & Responsibilities include (but are not limited to):

- Assists with the development of the annual special events plan.
- Coordinates and executes large Township-wide special events.
- Develops and maintains relationships with key contacts and develops fundraising opportunities.
- Occasionally attends events (evenings and weekends) as a representative of the Township.
- Manages event calendar and reservations for multiple Township facilities, parks, and sports fields. This includes providing information via phone, email and occasionally in-person; completing rental agreements and collecting payment; confirming bookings; post-event follow-up; accurately tracking and forecasting revenue.
- Responsible for managing existing recreation programs and assisting in the development of new programs.
- Manages, schedules, and coordinates part-time program staff and volunteers.
- Responsible for oversight of program budgets, program evaluations, and ensuring customer satisfaction.
- Oversees and maintains an inventory of program supplies and equipment.
- General administrative duties including answering department phone calls, email inquiries, and general correspondence.
- Assists with creating content for the Township's website and social media presence.
- Assists with identifying, planning, and prioritizing routine and/or unanticipated park maintenance.
- Identifies grant funding opportunities and assists in the grant writing process.
- Adheres to established policies and guidelines.
- Must be able to work independently and in a group setting.
- Other duties as assigned by supervisor or management.

EXETER TOWNSHIP

4975 DeMoss Road, Reading, PA 19606 | www.exetertownship.com | 610-779-5660

Qualifications and Position Requirements:

- Bachelor's degree in Parks and Recreation, Public Administration, or closely related field (a suitable combination of experience and training may be considered).
- Minimum 1-year experience preferred.
- Customer service experience.
- Ability to work a flexible schedule including evenings and weekends as required.
- Valid PA Driver's License.
- Intermediate knowledge of MS Office Suite.
- Self-motivated and detail oriented.
- Fundraising experience a plus.
- Current PA Child Abuse, PA Criminal, and FBI clearances or ability to obtain clearances.
- Completion of pre-employment drug test screening.
- CPR/First Aid certified or ability to obtain certification.
- This position requires up to 75% travel, with the majority of travel occurring in the Township.

We offer:

- Great health, dental, vision and prescription plans.
- Wellness plans that can save you money on health insurance.
- Pension plan plus the ability to contribute to a retirement plan.
- Generous paid time off including holidays.

How to Apply:

To apply please send a cover letter including salary requirements, resume and professional references to jkauffman@exetertownship.com.