

TOWNSHIP OF WILKINS

RESOLUTION NO. 9-2024

A RESOLUTION OF THE TOWNSHIP OF WILKINS, ALLEGHENY COUNTY, PENNSYLVANIA, ADOPTING A JOB DESCRIPTION FOR THE POSITION OF RECREATION AND EVENTS COORDINATOR

WHEREAS, the Board of Commissioners is desirous of creating and adopting a formal job description for the permanent part-time position of Recreation and Events Coordinator.

NOW THEREFORE, BE IT RESOLVED, that the job description for Recreation and Events Coordinator attached hereto and made a part by reference hereof be adopted by the Board of Commissioners of the Township of Wilkins.

RESOLVED AND ADOPTED by the Wilkins Township Board of Commissioners at a duly assembled public meeting held this 25<sup>th</sup> day of March 2024.

TOWNSHIP OF WILKINS

By: Sylvia J. Martinelli  
Sylvia J. Martinelli  
President, Board of Commissioners

ATTEST:

Rebecca Vargo  
Rebecca Vargo  
Secretary

**Board of Commissioners**  
Sylvia J. Martinelli, President  
Joseph D. Costa, Vice President  
Michael Boyd  
Mark E. Wells  
Brittney Pepper



**Township Officers**  
Rebecca Vargo, Township Manager  
Michelle Criner, Treasurer  
John Rushford, Solicitor  
Randy Lamb, Police Chief  
Scott Matthews, Public Works

**RECREATION AND EVENTS COORDINATOR  
JOB DESCRIPTION**

*The Recreation and Events Coordinator is responsible for planning, coordinating and managing the operations, services, volunteers and activities of recreational and events programming for the Township. This position requires the candidate to take a hands-on approach to getting the job done.*

**Department:** Administration

**Classification:** Permanent Part Time

**FLSA Designation:** Non-Exempt

**Hourly rate:** \$22.00

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**Reporting Relationships**

**Position Reports to:** Township Manager

**Coordinates with:** Public Works Superintendent

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**Functions and Duties:**

- Lead in the coordination of Township-sponsored events including the annual Clean-Up Day, Community Day, 5K Run/Walk and Light Up Night.
- Assist in the coordination of community initiated special events, including programming and information sharing for the Community Garden.
- Engage with community groups and stakeholders with the goal of promoting and securing volunteers for events. This duty will require the employee to attend various community and social functions where the opportunity to recruit presents itself.
- Develop incentives and investment opportunities for local businesses, stakeholders and others to sponsor Township events and programs.
- Evaluate community needs and provide innovative recommendations for programs and recreational opportunities commensurate with the needs and budget of the Township.
- Develop and oversee diversified recreational programming including but not limited to sports, fitness, concession operations, rentals, cultural events, programs and classes for all ages and skill levels.
- Develop advertisements, social media posts, videos, newsletter articles and other communications to provide information to Township residents about scheduled activities.

**110 Peffer Road Turtle Creek, PA 15145-1192**  
**(Phone) 412-824-6650 (Fax) 412-824-3808**  
**[www.wilkinstownship.com](http://www.wilkinstownship.com)**

- Coordinate logistics for field and facility rentals, including but not limited to, providing tours and information to prospective renters, and implementing details outlined in rental agreements. Act as staff liaison to patrons, vendors, and participants to ensure events are properly executed.
  - Provides recommendations for annual budget development; works with the Township Manager to develop budgets for specific events.
  - Assist in the development, submission and monitoring of grant requests for Recreation Administration and programs.
  - Keep accurate records of recreation costs, revenues and expenditures; recommend appropriate charges for fee-based programs.
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**Skills / Abilities:**

- Ability to effectively communicate at public meetings, on social media platforms, in video presentations, on video conferencing or teleconferencing, at social events, and in newsletter articles.
  - Skilled at building and leading teams that include volunteers.
  - Capable of establishing and organizing schedules, activities and facilities.
  - Ability to work a flexible schedule, including split shifts, evenings, weekends, and holidays.
  - Able to work independently, to multi-task, problem solve and meet tight deadlines, and to maintain composure under pressure in a fast-paced environment.
  - Ability to listen actively, synthesize ideas and obtain cooperation from others in transforming those ideas into action.
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**Working Conditions:**

- The working 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.
  - Working conditions will vary. Regular work may be performed at the employee's home, at the Community Center, or a Township park, or at the Municipal Building. Employee is not required to report on a set schedule in a specific location. Employee is required to provide an accounting of hours worked.
  - While performing the duties of this job, employee is exposed to noise from individuals; temperature extremes which may include but not be limited to hot/dry, humid, damp, cold conditions. Employee frequently works with volunteers and members of the public at-large.
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**Acceptable Experience and Qualifications:**

- High School Diploma or GED, supplemented by 60 units of collage level coursework in business administration, recreation, physical education or related field.
- In lieu of the college level coursework requirement, two years of experience directing or overseeing a recreation program; or any combination of training, education, and experience that would provide the required knowledge, skills and abilities.
- Valid Pennsylvania driver's license
- Grant writing and fundraising skills a plus
- Marketing, communication or design experience a plus
- Proficiency with Microsoft Word, Excel and Outlook, TikTok, Facebook, Instagram, Snap-Chat and other social media resources.