



140 College Drive, Pottstown, PA 19464 | PARRCoordinator@gmail.com | 484-945-0200

Announcement of Open Position

Title:	Parks and Recreation Assistant
Reports to:	PARRC Regional Recreation Planner
Location:	Remote position with field work. PARRC offices are located at the headquarters of the Schuylkill River Greenways National Heritage Area, 140 College Drive Pottstown, PA 19464
Term of Employment:	20 hours/week
Rate:	\$18.00-\$20.00
Expected Start Date:	March 2022
HOW TO APPLY:	Application period open until position is filled. Resume and cover letter should be sent to parrcoordinator@gmail.com

The Pottstown Area Regional Recreation Committee (PARRC) has a new opportunity to gain experience in the field of parks and recreation. PARRC is a partnership of eight municipalities that coordinate to plan, fund and develop park and trail improvements and preserve open space in Chester, Montgomery and Berks Counties. PARRC includes a supporting organization, the PARRC Foundation, which is in the process of forming and will seek funding to support PARRC's mission.

The Park and Recreation Assistant is a part-time, entry level position supporting PARRC's Regional Recreation Planner. The ideal candidate has skills in office administration, social media, a willingness to learn, enjoys working in the outdoors, and has excellent organizational and communication skills.

Core responsibilities:

1. General office administration.
 - Provide administrative support to the Regional Recreation Planner
 - Assist with posts on social media and on the parrc.net blog
 - Provide Regional Recreation Planner with grant application support as needed
 - Provide support to the PARRC Foundation, a supporting non-profit organization to PARRC
2. Support PARRC's volunteer program, "Empower Your Park."
 - Assist in tracking registrations, planning, coordinating, and promoting volunteer events
3. Support the trail counter program, including field data collection.
 - Assist in regular maintenance and site visits to trail counter locations to download data, change batteries and perform basic maintenance
4. Support PARRC's marketing efforts including preparation of the seasonal calendar and seasonal newsletter
 - Assist in development of content for newsletter

- Assist in development of seasonal calendar, including gathering event dates, time and additional information

5. Other Duties:

- Attend and participate in monthly PARRC meetings, weekly staff meetings and project meetings as needed.
- Actively look for opportunities to engage new and diverse audiences and adjust programs to be more inclusive.
- Other duties as assigned.

Consults with:

- Regional Recreation Planner
- Municipal representatives
- Staff of partner organizations

Requirements:

- General interest in parks, recreation, open space, and trails required, previous nonprofit experience, particularly in the environmental field, a plus.
- Ability to meet the attendance requirements of the position, which calls for some evening hours.
- Experience with word processing, spreadsheets, database, email, and other office software; Adobe Acrobat and/or web design software, a plus.
- Strong organizational, task flexibility, analytical skills and the ability to manage multiple projects and plan well-organized events.
- Solid written and verbal communication skills.
- Good interpersonal skills and the ability to work well independently, with a team, and with a variety of partners/volunteers.
- Demonstrated office administration skills, as well as the desire to spend time in the field.
- Ability to adapt to changing circumstances.
- Willingness to commute throughout the PARRC region for work.
- All employees are required to act respectfully toward individual co-workers and toward the PARRC's overall organizational structure.
- A Pennsylvania State Police background check will be conducted on the selected candidate.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. Work requires a variety of physical activity including standing, sitting for extended periods, walking, bending, kneeling, crouching, lifting a minimum of 25 lbs, climbing, reaching, talking, hearing, as required. Walking is required in field conditions with uneven terrain to perform site visits, perform inspections, or to attend meetings.

Scheduling Requirements:

This is a part-time position during standard days and hours of work (Monday through Friday). Some scheduling flexibility and paid time off is provided. However, the position requires the ability to attend a monthly meeting that typically ends at 6:30pm. This meeting can be joined remotely.

Work Environment:

The position is primarily a remote-work position. Job duties require field work, local travel, off-site meetings, at times in high heat/humidity, cold, and/or precipitation. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Background:

Established in 2012, the Pottstown Area Regional Recreation Committee (PARRC) is an organization comprised of representatives from eight municipalities in the Pottstown Metropolitan Region, the Pottstown Area Health & Wellness Foundation (PAHWF), the Schuylkill River Greenway National Heritage Area and a full-time Regional Recreation Planner. PARRC is committed to improving parks, trails, open spaces and recreational opportunities of the region. Through cooperative efforts and the leadership and technical assistance provided by the Regional Recreation Planner, PARRC seeks to promote the development and maintenance of recreational facilities, encourage the preservation of open space and its creative use and implement better planning for parks and recreation for all.

The Schuylkill River Greenways (SRG) provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability or genetics. In addition to federal law requirements, the SRG complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.