

ALLEGHENY COUNTY  
Department of Human Resources  
542 Forbes Avenue, 102 County Office Building  
Pittsburgh PA 15219  
Phone: (412) 350-6830  
Website: [www.alleghenycounty.us/jobs](http://www.alleghenycounty.us/jobs)

### **JOB ANNOUNCEMENT**

**Job Title:** Assistant Recreation Program Coordinator/Operations Intern

**Department:** Parks

**Salary Range:** \$12.00/hour

**How to Apply:** Cover letter and Resume can be submitted to [ParksSeasonalEmployment@alleghenycounty.us](mailto:ParksSeasonalEmployment@alleghenycounty.us).  
For additional details or questions, you can call 412-350-6459.

**Minimum Requirements:** Interested in Sports Management, Recreation Management, and/or Special Events. Previous work experience in a recreation department preferred.

**A copy of a valid PA Driver's License must be included with the application**

#### **Overview:**

Allegheny County is the 2nd largest county in Pennsylvania. The County Parks Department sustains and enhances the growth and quality of a diverse group of well-managed and financially sound regional assets. The large list of diverse facilities and open space in the 12,038 acres contained in our parks system encourages the involvement of people of all ages through park programs, leagues, and volunteering opportunities. The Parks system encompasses a variety of activities and amenities including three wave pools, one swimming pool, ski slopes, snow tubing, two ice rinks, and over 400 rental facilities. The County Parks System strives to be one of the top amenities in the County, by retaining and attracting residents and improving the overall quality of life for our region.

#### **Job Summary:**

This position will assist the Recreation Program Coordinator in planning, organizing, and implementing a variety of sports and recreational activities, ordering supplies, assisting Downtown Administration and developing registration/promotional materials. The Assistant Recreation Program Coordinator will strive to have a wide range of sport, recreation, cultural programs among other activities for every resident to enjoy without regard to age, athletic ability, or physical limitations.

#### **Duties:**

- Plans and develops sports, recreation, leisure and cultural programs within all nine County Parks through communications with staff, departments and community members
- Assesses the recreational needs of each area and evaluates the facilities
- Schedules activities, facilities and volunteers as required
- Ensures all programs and activities are implemented according to relevant legislation, policies and procedures
- Compile and analyze sales, attendance and expense data; Conduct physical inventories
- Assists with the preparation of the weekly schedule of all Parks events
- Assists with the needs at Parks Facilities as necessary

**Knowledge, Skills and Abilities:**

Knowledge of:

- Microsoft Office including Word, Excel, Access, and PowerPoint
- Event coordination and planning
- Relevant legislation, policies, procedures and rules
- Emergency procedures – First Aid and CPR

Ability to:

- Work 30-40 hours/week, including weekends and evenings during the Spring/Summer (May through mid-August)
- Communicate professionally, orally, and in writing
- Work independently with little supervision
- Demonstrate reliability and dependability in the workplace
- Develop team leadership and management skills
- Ability to prioritize based on opportunities and effectively multitask
- Have a Results and Detail-oriented mindset
- Quickly learn process of orders, ActiveNet software, inventory management and data analysis
- Demonstrate Problem Solving skills- work with management to overcome obstacles and find effective solutions
- Strategically plan ahead
- Lift and carry up to 50 lbs. of recreational equipment and supplies