

Reading Recreation Commission

Assistant Sports Program Manager

GENERAL PURPOSE OF THE POSITION

The Assistant Sports Program Manager supports the planning, coordination, and implementation of sports and recreation programs operated by the Reading Recreation Commission. This position assists in the delivery of programs at city and school district facilities and reports directly to the Executive Director and/or Sports Program Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are representative of the position and are performed on an ongoing basis:

- Assist in the planning, organization, and administration of comprehensive recreation programs for youth and adults, including sports leagues, aquatics, camps, and special events.
- Maintain accurate and up-to-date registration and program records.
- Assist in the preparation and monitoring of program budgets.
- Support the scheduling and coordination of athletic fields, gymnasiums, and other facilities.
- Coordinate with maintenance staff to ensure proper preparation and upkeep of program sites.
- Ensure that all facilities, equipment, and program areas are maintained in a safe and appropriate manner.
- Assist in the inventory, maintenance, and repair coordination of equipment and supplies.
- Support fundraising initiatives and assist in the preparation of grant applications as needed.
- Monitor program sites and provide operational support during programs and events.
- Assist with the seasonal operation and oversight of the Schlegel Park Pool.
- Provide support for concession stand operations as required.
- Assist in the development and distribution of promotional materials, including social media content.
- Represent the Commission at community meetings, events, and outreach activities.
- Assist in the supervision, training, and evaluation of part-time sports and aquatics staff.
- Serve as a program leader or site supervisor when necessary.
- Assist in the scheduling and coordination of youth and adult sports leagues.
- Develop and maintain working knowledge of swimming pool operations.
- Assist in the recruitment, training, and coordination of volunteer coaches.
- Perform additional duties as assigned by the Executive Director or Sports Program Manager

REQUIREMENTS OF WORK

- Demonstrated ability to work effectively in a team-oriented environment with a high degree of professionalism.
- Strong organizational skills, attention to detail, and ability to manage multiple priorities.
- Ability to work a flexible schedule, including evenings, weekends, and holidays as required.
- Effective time management and problem-solving skills.
- Working knowledge of sports programming and recreational activities.
- Familiarity with or ability to learn municipal and school district operations.
- Excellent verbal and written communication skills.
- Proficiency in Microsoft Office Suite and general computer applications.
- Ability to interact effectively with staff, participants, and the public.
- Valid Pennsylvania driver's license with a satisfactory driving record.
- Certification in CPR and First Aid (required within six months of hire).
- Pesticide Certification (CORE/Category 24), or the ability to obtain within a specified timeframe.

EDUCATION AND EXPERIENCE

- Bachelor's degree in Sports Management or a related field preferred;
or
- Seven to Ten (7-10) years of progressively responsible experience in sports programming, recreation management, or a related field, including demonstrated supervisory experience.

PHYSICAL REQUIREMENTS

- Ability to stand and walk for extended periods during practices, games, and events.
- Ability to lift and carry items weighing up to 25 pounds.

For additional information regarding this position, please contact 610-655-6201. All offers of employment are contingent upon successful completion of background clearances, including Pennsylvania State Police Criminal History, PA ChildLine, and FBI fingerprinting. The Reading Recreation Commission is an Equal Opportunity Employer (E/O/E).

MANDATED REPORTER REQUIREMENT

This position is designated as a Mandated Reporter. Individuals in this role are legally required to report any suspected child abuse or neglect in accordance with applicable laws and regulations. Reports made to the appropriate authorities must also be communicated immediately to the Executive Director. Completion of mandated reporter training is required prior to the commencement of employment.