

NOW HIRING: Assistant Recreation Director (Full-Time)

Windsor Township Recreation Department Red Lion, PA

Windsor Township Recreation is seeking an energetic, organized, and community-focused professional to join our team as a **Full-Time Assistant Recreation Director**. This position assists with the planning, coordination, and daily operation of youth sports programs, facility scheduling, community events, and recreation services that enhance the quality of life for Windsor Township residents.

Key Responsibilities:

- Assist with youth sports leagues, camps, clinics, and tournaments
- Coordinate scheduling of parks, athletic fields, and recreation facilities
- Support special events and community programs
- Provide excellent customer service to residents and participants
- Assist with marketing and promotion through social media and community outreach
- Supervise part-time and seasonal staff
- Perform administrative duties including registrations, reporting, and communications

Qualifications:

- Bachelor's degree in Recreation, Sport Management, or related field **OR** at least three (3) years of relevant experience in community recreation programming
- Strong organizational and communication skills
- Experience with computer software, scheduling systems, and Microsoft Office
- Valid driver's license required
- Ability to work evenings and weekends as needed

Salary: Commensurate with experience

To Apply:

Submit your resume by **Thursday, July 2, 2026:**

 Email: info@windsortwp.com

 In Person:

Windsor Township Office

1480 Windsor Road

Red Lion, PA 17356

Office Hours: Monday–Friday, 8:00 AM – 4:30 PM

Join a growing recreation department dedicated to providing quality programs, youth sports opportunities, and community events for Windsor Township residents.