

PARKS AND RECREATION BOARD VOLUNTEER JOB DESCRIPTION AND QUALIFICATIONS

Purpose of the Board:

The Parks and Recreation Board advises the Board of Supervisors on matters of recreational policy and the development and maintenance of parks and trails in the Township, including the 44 acre Charlestown Park on Township Line Road, the future Jenkins Park on Valley Hill Road, the Pickering Trail between Charlestown Road and Route 29, and other recreational and open space properties owned by the Township.

Function and Powers of the Board:

The functions and powers of the Board are to:

- (1) Review current parks and recreation programs and facilities to determine additional needs, and submit recommendations pertaining to parks and recreation guidelines, policies, facilities, or user fees, if any, to the Supervisors;
- (2) Coordinate with the concessionaires, the Phoenixville Marian Youth Club (PMYC) and Phoenixville Area Soccer Club (PASC) on the use and maintenance of the playing fields at Charlestown Park.
- (3) Manage special events throughout the season, including the annual Charlestown Day event each fall.
- (4) Provide and gather public input on parks and recreation related long-range plans;
- (5) Serve in an advisory capacity to the Supervisors for the location, construction, maintenance and funding of parks and recreation facilities;
- (6) Review all parks and recreation-related matters submitted to the Board by the Supervisors;
- (7) Make recommendations to the Supervisors on operating and capital budget needs as well as fees and charges.
- (8) Provide updated and current communications with the public through the Township website, bulletin boards, newsletters, newspaper and other media outlets.
- (9) Promote maximum utilization of parks, recreation facilities and programs;