

Superintendent/Director of Recreation

Date Posted:

Monday January 31, 2022

Department:

Parks & Recreation

Compensation:

Salary & Full Benefits Package

Hours:

Full Time (8:30-4:30 plus occasional nights, weekends, holidays)

Duties and Responsibilities:

Candidate will be responsible for all Township recreation including sports scheduling, youth summer camp, pool oversight, senior citizen programming, and event planning and implementation.

Minimum Requirements:

Bachelor's degree preferably in education, recreation, park planning, and 5 years related experience. NJ Certified Recreation Administration Certificate required and willing to obtain CPO (Certified Pool Operator License). Job includes some evening and weekend hours and Holiday Events (Memorial Day Parade, Columbus Day Parade, 4th Of July). Must be familiar with and be willing to implement scheduling software.

Interested Applicants: Send resume, cover letter and salary requirement to:

Joseph Tempesta, East Hanover Township Business Administrator, 411 Ridgedale Avenue, East Hanover, NJ 07936 or e-mail resume and cover letter to: Administrator@easthanovertownship.com

RECREATION DIRECTOR

DETAILED JOB DESCRIPTION AND QUALIFICATIONS

Under the direct supervision of the Mayor and Township Administrator, the Recreation Superintendent/Director is responsible for the management and leadership of the Recreation Department and the Senior Citizen Club including the Dial-a-Ride Program. Responsibilities also include managing full-time, part-time, and seasonal temporary staff. Additional Description and qualifications as follows:

- Bachelor's Degree and experience in Recreation for at least 5 years
- First-hand knowledge of budgets, capital improvement projects, and alternative funding sources.
- Experience in management, leadership, and the supervision of staff.
- Certifications in Certified Pool Operator, Lifeguard Training, First Aid/CPR, or the ability to obtain these certifications.
- Knowledge in Microsoft Word & Excel along with Website and Social Media Applications as well as scheduling software.
- Excellent experience in Customer Service.
- Establish rules and regulations for recreation programs and facilities.
- Interview, hire, train, and schedule full-time, part-time, temporary, and seasonal employees in accordance with the Township of East Hanover's policies and procedures.
- Provide overall direction, coordination, evaluation, and appraising performance, along with rewarding and disciplining employees.
- Ability to multi-task and have good organization skills.

- Manage a broad range of recreational, fitness and Senior Citizen activities.
- Ability to work a varied schedule to include evenings and weekends depending on season and activities.
- Develop advertising, marketing, and promotional materials for all activities.
- Distribute program information to the community (website, social media. Etc.)
- Oversee all daily financial operations regarding all facilities and programs.
- Public speaking.
- Responsible for all purchases for Recreation Department and facilities.
- Submit and approve payrolls for all employees on a bi-weekly schedule.
- Evaluate all employees especially during employee probationary period and annually per Township Administrative Policy.
- Prepare budget reports as required.
- Fundraising and small grant writing.
- Attend council meetings as required.
- Communicate with Public Works superintendent regarding Parks budgeting and park facility management.
- Addressing complaints and resolve problems.
- Perform other duties and tasks as deemed necessary and/or assigned.