

## **Job Posting**

### **Recreation Director**

Full-time, 12-month position available October 1, 2015. Experience required. Salary commensurate with experience. Salaried position.

Position includes health and dental benefits and participation in the State Pension System.

The Borough is looking for an energetic, enthusiastic person capable of organizing many, comprehensive Recreation Programs and working with the public, Borough administration, vendors and organizations.

Duties include the following:

- Manage all sports and other programs and events
  - Applications of participants – online and in office registration
  - Setting up teams
  - Setting the program schedules – managing field and facility use
  - Build a respectable volunteer base of coaches for all supervised programs
  - Organize team coaches, including training and background checks for all supervised programs
  - Order, organize, inventory, distribute and collect all sports equipment and uniforms
  - Maintain and organize storage facility for all sports equipment and uniforms
  - Organize and manage special Borough events – Memorial Day Parade, Veterans' Day Ceremony and Holiday Tree Lighting
- Manage summer camps and programs
- Organize and hire staff for summer playground program
- Maintain files for all programs
- Work with the Administration to apply for grants
- Manage/Maintain [www.RumsonRec.org](http://www.RumsonRec.org) and online registration process
- Work cooperatively with the DPW Superintendent and DPW Assistant Foreman – Parks regarding field usage, scheduling and requirements
- Make recommendations for park improvements and new programs or additions to existing programs and events to the Borough Administration and Recreation Commission
- Facilitate the development of programs and events approved by the Recreation Commission and Borough Council
- Attend monthly Recreation Commission meetings and record minutes
- Oversee the coaching staff of the various sport programs

Job Qualifications:

- High school diploma required; college degree preferred
- Strong computer literacy and accurate typing skills
- Good organizational skills
- Ability to make decisions and supervise others
- Ability to work independently

**Applications and Résumés must be submitted no later than September 25, 2015 to:**

[jhartman@rumsonnj.gov](mailto:jhartman@rumsonnj.gov)