

Recreation Program Coordinator

Annual Salary \$38,000.00

Interested candidates must submit their application and resume to the Twp of Edison HR Dept 100 Municipal Blvd. Edison NJ 08817

Under direction, takes the lead over and coordinates the activities of persons engaged in the operation of a recreation facility or facilities; does other related work.

Note: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

Examples of Work:

Takes the lead over and coordinates functions performed by various personnel at a recreation facility or facilities.

Provides guidance and instruction to staff.

Observes, records and reports unusual problems and situations.

Coordinates activities performed by diversified units at the recreation facility.

Advises supervisor of various matters requiring attention.

Checks to see that administrative directives have been followed.

Relates instructions and work assignments from the administrator to unit supervisors and other employees.

Checks to see that the public is provided with services and equipment.

Informs the public of fees charged for use of facilities and of services available.

Performs various tasks such as the sale and rental of equipment, and maintenance of records of monies collected.

Requirements:

Graduation from an accredited college or university with a Bachelor's degree in a Recreation related field. Four (4) years of experience in overseeing recreational programs.

Note: Applicants who do not possess the required education may substitute additional experience related to recreation, with thirty (30) semester hour credits being equal to two (2) years of experience.

For Senior – One year as a Recreation Program Coordinator. Upon verification of requirements, promotion will take effect the following July 1.

For Principal – One (1) year as Senior Recreation Program Coordinator. Upon verification of requirements, promotion will take effect the following July 1.

Knowledge and Abilities:

Knowledge of the functions and activities in a recreation facility.

Ability to provide support services in a recreation facility.

Ability to provide assignments and instructions to staff and review their work.

Ability to coordinate activities between units.

Ability to establish and maintain cooperative relationships with staff and the public.

Ability to prepare reports.

Ability to establish and maintain records and files.

Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform the essential functions of the job after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

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