

Township of Manalapan

ADMINISTRATION

120 Route 522 • Manalapan, NJ 07726 • 732-446-8308 • Fax 732-446-9615

Website: www.mtnj.org

Mayor
SUSAN COHEN

Deputy Mayor
MARY ANN MUSICH

Township Committee
JACK MCNABOE
BARRY JACOBSON
ERIC NELSON

Business Administrator
TARA L. LOVRICH



POSITION VACANCY

POSITION: Supervisor of Recreation Events & Programs

SALARY: \$50,000/ 35 hour work week

JOB FUNCTIONS:

Administration, coordination, implementation, and supervision of programs within the Manalapan Recreation Department under the direction of the Superintendent of Recreation.

Including but not limited to:

- Prepares daily, weekly and seasonal schedules of events and activities
- Organizes and instructs groups in phases of recreational programming such as dancing, music, crafts, activities, sports and games
- Serves as advisor or instructor for groups formed to participate in a particular type of activity; instructs members of the department staff and volunteer leaders
- Orders supplies, materials, equipment and other materials pertaining to an activity in order to assure maximum satisfaction for the participants
- Participates in recruiting, training and supervising seasonal and part-time staff, specialists and volunteers
- May check, schedule, maintain and oversee use of facilities, equipment and supplies
- Performs related work as required

Position will require night and weekend work within the 35 hour week to attend events and programs.

QUALIFICATIONS

Bachelor's Degree in Recreation, experience in planning, organizing and conduction recreation activities, computer skills, CPR/First Aid/AED, CPO certifications a plus.

This position involves some physical demands to perform the essential functions of the job; including lifting and moving objects and equipment.

If interested, please contact the Administration office at Jtoro@mtnj.org