

Township of Manalapan

ADMINISTRATION

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

Website: www.mtnj.org

Mayor

MARY ANN MUSICH

Deputy Mayor

JACK MCNABOE

Township Committee

SUSAN COHEN

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:

Under the direction of the Superintendent of Parks and Recreation, coordinates a variety of safe and dynamic recreation programs and large-scale community events at both park and school locations in Manalapan Township.

Including but not limited to:

Create, coordinate and evaluate both new and existing recreation programs, including but not limited to athletics, therapeutic recreation and cultural programming.

Coordinate, create and facilitate on-site, safe and dynamic therapeutic recreation programming for children and adults with disabilities at the recommendation of the Mayor's Council on Special Needs.

Advise the Manalapan Recreation Summer Camp program and Summer Camp Director in relation to therapeutic needs of Manalapan Township campers in relation to ADA guidelines.

Plan and execute large-scale community events including but not limited to trunk-or-treat, movies in the park and similar.

Coordinate contracts with instructors and vendors for programs and events in conjunction with municipal purchasing policies and procedures.

Advise and recommend park facility improvement projects; create and assist in the completion of grant funding applications at the direction of the Superintendent of Parks and Recreation.

Supervise and assist in the hiring and scheduling of Parks and Recreation programming staff.

Provide assistance and support to the general public in relation to assigned duties and responsibilities.

Work together with Recreation Department employees to achieve department goals.

Perform routine support duties to assist recreational programs, events, and activities.

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

QUALIFICATIONS:

Bachelor's Degree Required (Recreation or related field a plus) experience in planning, organizing and conducting recreation activities, CPR/First Aid/AED, CPO certifications a plus; CTRS Certification (Certified Therapeutic Recreation Specialist) a plus; experience working in therapeutic recreation or relevant disabilities services; grant writing experience; ADA familiarity; computer skills and Canva proficiency

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