



Township of Springfield

COUNTY OF UNION

STATE OF NEW JERSEY

ESTABLISHED APRIL 14, 1794

JOB SPECIFICATION

Title	Assistant Director of Recreation
Department	Recreation
Type	<input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Temporary <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern
FLSA Status	<input checked="" type="checkbox"/> Non-Exempt <input type="checkbox"/> Exempt
Bargaining Unit	<input checked="" type="checkbox"/> Not Applicable <input type="checkbox"/> A.F.S.C.M.E. <input type="checkbox"/> P.B.A <input type="checkbox"/> F.M.B.A.
Reports to	Director of Recreation
Supervisory	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Probation Period	6 months

Summary/Definition

Assists in the planning, promotion, organization and administration of Recreation Department youth/adult/senior programs; Chisholm Community Center scheduling and operation; special events; Community Pool; summer camps; park/playground projects; field scheduling/usage; coach development; oversees the hiring process for summer staff; and other duties as assigned. Along with the Director of Recreation, supervision is exercised over seasonal and part-time employees, as well as volunteers.

Duties/Responsibilities

- Assists in the planning and operation of the Community Pool, including capital improvement and other projects; staffing; safety training; payroll; cleanliness and health code; fire code; concession; May opening; September closing; swim team; fitness classes and other activities; and other duties as assigned. Maintains relationships with existing partners and users, such as private camps, private swim leagues, and party rentals. Helps develop new revenue streams. Helps develop ideas for additional activities to enhance the enjoyment of patrons. Organizes and attends pre-season informational/training meetings for Community Pool employees.
- Plans seasonal special events for the entire community, such as Halloween Spooktacular, Holiday Celebration and Tree Lighting, and Spring Fest and Egg Hunt, as well as other events.
- Responsibilities include budgeting, advertising, supply ordering, staffing, and evaluation.
- Provides guidance to the Recreation Program Coordinator(s) in evaluating existing programs and implementing improvements or retiring programs.

- Assists in the planning, organization, and scheduling of year-round Recreation Department-sponsored sports and leisure programs for all age groups in the township. Assists in the development of registration forms, marketing materials, and recordkeeping documentation.
- Develops and evaluates new and proposed uses for the various rooms at the Chisholm Community Center, and recommends implementation to the Director of Recreation.
- With cooperation and guidance of the Director of Recreation, develops and enforces guidelines for public and private usage of the Chisholm Community Center. Oversees the scheduling and supervision of the building during non-office hours.
- Schedules private party rentals at the Chisholm Community Center.
- Participates in the interviewing, selection, and training of part-time and seasonal staff.
- Assists in the design, preparation, and submission of press releases and flyers informing the public of Recreation Department-sponsored activities.
- Acts as a liaison between the Recreation Department, sports clubs, and the Board of Education, when necessary.
- Maintains various records, registration forms, and other office and administrative information as required by the Director of Recreation for the effective administration of recreation programs and facilities.
- Responsible for proper storage, maintenance, security, and inventory of supplies and equipment.
- Assists the office staff in answering inquiries by telephone, mail, fax, Internet, and in-person.
- Assists the Director of Recreation in the promotion and implementation of volunteer coach training and criminal background checks. Maintains strict confidentiality.
- Assists in budget preparation and purchasing procedures.
- Cooperates with other departments and civic groups in community-wide activities. Acts as a liaison to community groups to help publicize their events among Recreation Department participants.
- Attends professional meetings, institutes, courses and workshops, when appropriate.
- Assumes the routine duties of the Director of Recreation in his/her absence.
- Performs other related tasks as required.

Requirements

Education

- Graduation from an accredited college or university with a Bachelor's degree in Recreation or related field.

Licenses

- Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform essential duties of the position.

Certifications

Experience

- Experience in recreation administration, facility management, community/teen/fitness center scheduling, and pool operations.

Note: A Bachelor's degree in Recreation or related field from an accredited college or university may be substituted for three (3) years of relevant experience.

Knowledge/Skills/Abilities

- Knowledge of methods and problems involved in planning, promoting, developing, and supervising a recreation program or a recreation program in a specialty field.
- Knowledge of the philosophy of activities for a community recreation program.
- Knowledge of the techniques involved in preparing budget estimates.
- Knowledge of requisition and maintenance of recreation equipment, materials, and supplies.
- Knowledge of management principles and techniques.
- Ability to organize, develop, and coordinate recreation and parks activities/programs.
- Ability to organize, develop and coordinate the recreation and parks maintenance activities.
- Ability to encourage interest and participation of children and adults in the program.
- Ability to identify community recreation needs.
- Ability to provide suitable assignments and instruction to subordinates and supervise their work.
- Ability to develop and implement methods to promote public interest in parks and recreation activities.
- Ability to enlist the interest of concerned people and encourage their participation in the organized program.
- Ability to establish and maintain helpful, cooperative relationships with associates and the public.
- Ability to prepare clear, sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- 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 municipality.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform duties of this position.

Physical Requirements

- Job frequently requires standing, walking, reaching, talking, hearing, and lifting up to 10 pounds. Work will involve being both indoors and outdoors during hot and cold weather.
- Ability to see information in print and/or electronically.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.

Persons with mental or physical disabilities are eligible as long as they can perform 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.

The Township of Springfield is an equal opportunity employer. Applicants for employment are considered without regard to race, creed, color, national origin, nationality, ancestry, sex/gender, affectional or sexual orientation, gender identity or expression, age, marital status, civil union status, domestic partnership status, familial status, religion, atypical heredity cellular or blood trait, genetic information, liability for service in the Armed Forces of the United States or disability.

Date: 2/28/17