

## Mountainside Recreation Department

### Job Description Assistant Recreation Director

*Term of Employment:* Annual appointment

*Salary:* Based upon experience

*General Purpose:* Assists in the planning, promotion, organization and administration of a comprehensive recreation program for the community. This position assists the Director in the overall planning functions and assumes the more routine duties of the Director in his/her absence. Supervision is exercised over a number of seasonal and part-time employees as well as recreation volunteers.

Work is reviewed through periodic reports and by the observation of results obtained.

*Supervision Received:* Works under the general supervision of the Recreation Director

*Essential Duties/Responsibilities:*

Plans, organizes, schedules and directs sports and recreational programs for all age groups in the Borough. Develops registration forms and related administrative materials and computer documentation. Organizes and attends league meetings.

Develops & evaluates new and proposed recreational programs, and recommends implementation to the Director.

Responsible for the operation, scheduling, and maintenance of the Community Room, ballfields, fitness trail, and other recreation facilities in the Borough.

Participates in the interviewing, selection and training of professional leaders and specialists.

Designs, prepares, and releases news items and flyers informing the public on activities.

Maintains records, time sheets, expense and collection records and other office and administrative information as required by the Director for the effective administration of recreation programs and facilities.

Is responsible for proper storage, maintenance and inventory of supplies and equipment.

Assists the Director in conducting public relations activities; answers inquiries by telephone, mail and/or personal interviews on recreation programs. Is responsible for updating information on the recreation web site.

Coordinates gym & facility use with the Board of Education/school staff.

Assists the Director in the implementation of the volunteer coaches training.

Assists in budget preparation and purchasing procedures.

Cooperates with other departments and civic groups in community activities.

Attends professional meetings, institutes, courses and workshops.

Assumes the duties of the Program Supervisor if that position is vacant.

Assumes the routine duties of the Director in his/her absence.

Performs other related tasks as required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of the specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

*Desired Minimum Qualifications:*

Graduate of a college or university with a degree in recreation or related field as well as experience in programming and facility operation; or a minimum of three years of experience in recreation programming and facility operation.