

BOROUGH OF TENAFLY

DIRECTOR OF RECREATION

DEFINITION:

Under direction of the Borough Administrator, plans, organizes, promotes, coordinates and directs recreation programs and activities, youth sports, special events and leisure services; does other related duties as required.

EXAMPLES OF WORK:

Plans, promotes, organizes and administers a comprehensive municipal recreation program.

Supervises paid and volunteer personnel; maintains time sheets; ensures compliance with Borough personnel policies.

Conducts studies on park and recreation programs to determine community recreation needs as required.

Monitors the effectiveness of recreation programs; implements changes as required.

Implements the recreation and leisure policies established by the governing body.

Works closely with borough departments, community organizations, and public schools on recreation programs, activities and special events.

Establishes and maintains cooperative planning and working relationships with other local community agencies and interested individuals.

Acts as a liaison with youth sports programs within the community; develops, implements and enforces rules and regulations for use of municipal recreation facilities.

Represents the Borough at local, state and national park and recreation meetings and conferences.

Develops and implements methods to promote public interest in parks and recreation activities.

Supervises the establishment and maintenance of financial records and records of personnel, equipment, materials and work; purchases all recreation equipment and maintains inventories of such equipment.

Oversees collection and deposit of fees for recreation programs and petty cash fund and assures compliance with Borough financial procedures and policies.

Oversees the preparation and submission of payroll time and attendance sheets for all personnel and instructional programs.

Coordinates special events and the development and scheduling of social, recreation and educational activities; secures transportation, permits, and/or chaperons as required.

Participates in the recruitment and interviewing of personnel and makes recommendations for hiring, promotions, and disciplinary action to the Borough Administrator.

Prepares, administers, and manages the annual operating budget and capital budget in accordance with Borough policies and procedures; supervises the preparation and processing of purchase orders and vouchers for payment.

Develops and supervises a program of summer recreation and leisure activities for school aged youth.

May participate in the acquisition, design and operation of recreation facilities and arrangement for their proper maintenance and operation.

Prepares correspondence and other reports in a timely manner as required; compiles monthly records on attendance and special events and maintains records and files; prepares reports containing findings, conclusions and recommendations.

Handles publicity on recreation programs including arranging for the publication of articles on recreation activities in local newspapers.

Attends regular and special meetings of the recreation commission, and department head staff meetings.

REQUIREMENTS:

Education

Graduation from an accredited college or university with a Bachelor's degree in recreation, leisure studies, education or related field. A master's degree from an accredited college or university in recreation, leisure studies or education may be substituted for one (1) year of the experience requirement below.

Experience

Five (5) years of experience in planning, organizing, and supervising recreation programs.

Certification

Documented certification in related recreation skills and areas of specialized training will be accepted toward overall experience, but will not substitute for education requirements.

Licenses

Appointees will be required to possess a valid New Jersey driver's license.

Knowledge

Knowledge of the methods used to plan, organize, and coordinate a municipal recreation program.

Knowledge of parks and recreation theory and activity.

Knowledge of techniques involved in preparing budget estimates.

Knowledge of computer hardware and computer application programs.

Abilities

Ability to organize, develop and coordinate the recreation activities of the Borough.

Ability to recognize community recreation needs.

Ability to give 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 prepare clear, sound, accurate and informative reports.

Ability to establish and maintain records and files.

Ability to direct all youth sports programs sponsored or co-sponsored by the Borough.

Ability to work harmoniously with associates, families, individuals, social organizations and members of volunteer boards.

Ability to work in close cooperation with a Recreation Advisory Committee.

Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.

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 municipality undue hardship, such persons may not be eligible.