

Borough of Keyport, NJ

Job Opportunity

Title: Recreation Leader

Issue Date: February 1, 2019

Closing Date: February 14, 2019

Jurisdiction: Keyport

Salary: \$18,200 - \$36,400

Number of Positions: 1

Workweek: 35 Hours, flexible hours

GENERAL DEFINITION OF WORK

Under supervision, assists in organization, development, and personal leadership in recreation activities of all types; serves as staff and liaison to Keyport Recreation Committee; does other related duties as required.

ESSENTIAL FUNCTIONS/TYPICAL TASKS

- Assists in the curriculum planning, organization, promotion and implementation of recreational programs and activities.
- Helps promote recreation programs of all types.
- Helps organize and lead groups and individuals in various activities.
- Helps plan, implement and publicize special events.
- Helps participants attain greater skills in and enjoyment from recreation activities.
- Assists in the maintenance of records and completion of reports (e.g. Meeting Minutes, Participation Usage Reports, time cards, incident/accident reports, etc.) as directed.
- May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the recreation program.
- Helps set up and clean activity area to ensure it is neat and free of health/safety hazards.
- Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures.
- Welcomes visitors and answers incoming telephone calls.
- Notifies citizens of activity schedules and registration requirements.
- Monitors participants to ensure orderly conduct.
- May maintain inventory of supplies and equipment.
- Reports to supervisor orally or in writing on groups and individuals.
- Attends meetings; Keeps minutes; Maintains records.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

OTHER

- Ability to assist in instructional tasks.
- Ability to work with citizens of all ages
- Ability to establish and maintain effective working relationships with participants, associates, and the public.
- Ability to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, understand and communicate in English sufficiently to perform duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.
- Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

EDUCATION AND EXPERIENCE:

- Graduation from high school or completion of GED

ADDITIONAL / INFORMATION / LICENSE:

- 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.