

*Township of Ocean Department of Human Services
Recreation Office*

**Full Time Recreation Program Coordinator
Job Description**

The Recreation Program Coordinator oversees youth sports leagues and various recreation programs in addition to overseeing, scheduling and monitoring municipal facilities as scheduled through the Recreation Office. Program Coordinator reports directly to the Recreation Director.

Essential Responsibilities

- Plan, implement, supervise and evaluate recreation youth soccer and youth basketball leagues and various recreation programs.
- Recruit, train and supervise volunteer coaches and assistants for youth sports leagues.
- Assure volunteers' compliance with Rutgers SAFETY Training and Township sponsored fingerprint program and maintain necessary records.
- Recruit, train, schedule and supervisor part time/seasonal recreation personnel involved with youth sports leagues and various recreation programs.
- Provide appropriate marketing and publicity plan for recreation programs and facilities.
- Oversee program registration which includes use of CommunityPass software.
- Appropriately manage established program budgets.
- Oversee use and scheduling of outdoor ballfields by community based organizations.
- Oversee use and scheduling of municipal gym and other indoor facilities for in-house activities, and use by community based organizations.
- Assist with the development and implementation of special events with which the Recreation Office is responsible or involved.
- Assist Recreation Director with annual budget preparation.
- Provide requested reports to be shared with the Human Services Council.
- Assist with the development of capital improvements plan.
- Must be available for evening and weekend work as seasonally required.

Qualifications

- Minimum requirement of a bachelor's degree in Recreation, Sports Management, Education or closely related field.
- Two (2) years experience in recreational programming preferred.
- Certified Park and Recreation Professional preferred.

Submit cover letter, resume and two year salary history (if applicable) to Kathy Reiser, Recreation Director, Township of Ocean Department of Human Services, 601 Deal Rd., Ocean, NJ 07712 or email to kreiser@oceantwp.org by March 24.