

# **Atlantic Highlands Summer Recreation Director**

**General Description:** This is a seasonal field position. The Recreation Director plans, implements, and manages a summer recreation program for youth boys and girls ages 5 to 13.

## **Essential Functions:**

- Responsible for developing and implementing a comprehensive six-week summer recreation program for up to approximately 125 children between the ages of 5 and 13.
- Supervise programs, activities and special events with children participating in the summer recreation program. Program areas to include sports and games, arts and crafts, nature, field trips, music and/ or drama.
- Responsible for ordering and maintaining equipment used for the program and maintaining program facilities.
- Maintains accurate records as needed including but not limited to daily attendance, incident and accident reports, sign-in and sign-out sheets, and a daily log.
- Responsible for assisting in the hiring process of Assistant Director and Counselors.
- Responsible for managing staff, including an Assistant Director and Counselors by providing guidance and instruction.
- Works and communicates with Recreation Committee, Assistant Summer Rec Director, Summer Rec staff, counselors, and parents to implement program.
- Works and communicates with program staff to ensure inclusion of all children in the recreation program.
- Advises Recreation Committee to various matters requiring attention. Attends Recreation meetings as requested.
- Weekly updates, recommendations, notes, etc to Recreation Committee appointed member.

## **Knowledge, Skills and Abilities:**

- Ability to understand, and implement, and follow written and/ or oral instructions.
- Must be able to follow rules and plan programs.
- Must be able to work independently and make sound decisions on behalf of the program.
- Must be able to lead activities in various program areas.
- Must have the ability to work effectively with groups of children of various ages and to assist in maintaining discipline and order.
- Must be able to communicate and establish effective relationships with Borough Employees, Recreation Committee, staff/counselors, parents, participants and the public.
- Must be able to maintain and produce accurate records and reports.
- Must be able to communicate effectively both orally and in writing.

## **Education and Experience:**

- Must be 21 years of age or older
- Experience working with children.
- Experience in a recreation/sports.

## **Special Conditions:**

- Criminal records check
- CPR/First Aid Certification
- Must be able to work all summer recreation dates.