

**FULL TIME ASSISTANT RECREATION DIRECTOR – TOWNSHIP OF WEST CALDWELL.** The Township of West Caldwell is seeking experienced, energetic, motivated, and dynamic candidates for the full time position of Assistant Director of Recreation. The successful candidate must possess excellent organizational and communication skills (written and verbal) and be effective working with the public, volunteer organizations, other institutions and municipal staff. Special emphasis is placed on a comfort level with social media and other tools to creatively and effectively expand the profile of the Township’s recreation programs. The nature of the operations of the Department of Recreation will call for a changing schedule that will include work in the evenings, on weekends and some holidays. Examples of some responsibilities, include but are not limited to, supervising up to 150 part-time and seasonal employees, taking the lead for scheduling and other operations for specific sports related activities, interacting with other municipal/institutional recreation and athletic departments. The ideal candidate will have administrative experience in municipal recreation, knowledge of general municipal operations, proficiency with recreation scheduling software and extensive knowledge of recreation programs. A valid driver’s license and BA/BS from an accredited college is required with a degree in a related area of study preferred. The current salary range for the position is \$60,000 to \$70,000 and will be awarded DOE/DOQ.

Please click here for a full job description.

Please click here for an employment application.

Please submit a resume, cover letter and employment application to Nikole H. Baitycki, Township Administrator: 30 Clinton Road, West Caldwell, NJ 07006. The Township is an Equal Opportunity Employer.