

Job Title: Assistant Director of Recreation
Department: Recreation
Reports To: Director
Prepared Date: December 2011



Job Summary:

The Assistant Director of Recreation is a full time position with the Township of West Caldwell. The Assistant Director will be responsible for providing oversight for all functions within the Department of Recreation. In the absence of the Director the Assistant Director will assume administrative duties and responsibilities of the Recreation Department. The Assistant Director will actively work with the administrative assistant, the program coordinator and part-time supervisors to administer all recreation programs. He/she will schedule, staff, train and oversee all activities directly offered by Recreation and actively participate and cooperate with public and private agencies that promote recreation.

The Assistant Director will act a liaison with the Department of Public Works (DPW) Foreman and work closely with him/her on a daily basis to coordinate the efficient implementation of all field preparation and maintenance as well as all maintenance of parks, playgrounds and recreational facilities including both Cedar Street and Westville Pools. The Assistant Director will directly monitor the daily work of the DPW workers assigned to Recreation.

The Assistant Director will act in cooperation with the Caldwell/West Caldwell Board of Education so all recreation facilities located within both communities can be fully utilized by the residents. The Assistant Director will have open communications with the James Caldwell High School Athletic Director and all school Principals on a daily basis to insure that parks, fields and gyms are properly scheduled and maintained.

The Assistant Director will assume the role as Supervisory Pool Manager and is the direct supervisor to Cedar Street and Westville Pool Managers and will communicate with both pool managers regularly to insure the pools are operated efficiently. He/she is responsible for preparation of the pools for seasonal use in accordance with State health codes which includes water management and food handling procedures. In addition he/she will be directly responsible for monitoring the performance of the snack bar concessions.

The Assistant Director will be responsible for inspecting all parks and playground equipment twice a year. In conjunction with DPW he/she should report on recreation equipment that does not meet safety standards or could potentially become unsafe and schedule repairs to correct the hazards.

The Assistant Director is responsible for directing all holiday and special events sponsored by The West Caldwell Recreation Department. These duties include scheduling pre-event meetings with government officials, The West Caldwell Police and Fire Departments and all other active participants. On the day of the event the Assistant Director will be responsible to coordinate the activities to insure safety and the pleasure of the attendees.

The Assistant Director will work closely with the President of CWC Seniors to promote all events including trips, pool parties and luncheons.

The Assistant Director will possess a keen knowledge of all recreation, leisure and athletic activities. In the absence of a professional referee the Assistant Director must be prepared officiate the sporting event. He/she will learn how to prepare fields under the guidance of DPW so they are able to perform this in emergency situations.

The Assistant Director will work with the Recreation Director to establish a capital and operations budget each year.

The Assistant Director of Recreation will obtain any and all license required of them to perform the duties of their position. The Assistant Director will always work to advance Township goals and objectives as it relates to staff and the services provided to the Township and its residents.

Key Responsibilities:

- This full-time position requires availability primarily during afternoons, evenings, and weekends. Work hours may vary and are subject to change based on the needs of the department.
- Manage operations for the Department of Recreation in the absence of the Director.
- Assist the Recreation Director on annual capital and operation budget.
- Work in cooperation with the Foreman of DPW to supervise assigned workers
- Oversee the care, maintenance and upkeep of all Township parks, fields and facilities.
- Communicate with key employees of the Caldwell/West Caldwell Board of Education
- Evaluate existing programs and implement changes as seen necessary.
- Schedule field and facility usage
- Oversee start up and shut down of Township pools.
- Assume the role of Pool Supervisory Manager, CPO required
- Inspect and recommend replacement of playground equipment
- Maintain a current log of all parks and facilities equipment.
- Work closely with civic organizations to promote sports and recreation.
- Schedule and monitor contractors to perform repairs not done by DPW
- Serve as director of all holiday and special events sponsored by the Township
- Properly budget all programs to benefit the taxpayers.
- On-call for all emergency situations during a recreation program
- Other duties assigned by the Director or Township Administrator.
- While performing the duties of this job, the Assistant Director is frequently required to drive to parks and facilities. On occasion he/she might be required to carry up to 50 pounds, operate landscaping equipment and work outside during recreation programs.

Minimum Qualifications:

- BA/BS from an accredited University/College or 2 years of professional experience
- Possess a State of New Jersey Driver's license.
- Capable of working under pressure and strict deadlines
- Ability to prioritize work to accommodate changing demands
- Ability to communicate orally and in writing to the public
- Exhibit superior people skills
- Possess organizational and management skills
- Able to confront volunteers, parents, or coaches when their behavior does not promote safety and the wellbeing of the participants.
- Self-motivated and ability to learn quickly
- Proficient in Microsoft Office applications, especially Outlook, Access, Word, Excel and PowerPoint

Supervisory Responsibilities:

- Supervise and direct the Recreation Administrative Assistant, Program Coordinator, part-time employees and all volunteers.