

ASSISTANT DIRECTOR OF RECREATION – Township of Readington, Hunterdon County

Responsible for planning, managing, promoting, implementing, and supervising a comprehensive recreation program, sports, and leisure activities for all ages and interests in the Township of Readington under the direction of the Director of Recreation. This position is responsible for the recruitment and supervision of part-time and seasonal staff, volunteers and program vendors; implementing internal accounting, purchasing and financial controls; and the preparation and distribution of written, broadcast and media communications. Experience with online registration is a plus. Full job description available upon request.

Must be available for evening and weekend work as seasonally required.

A bachelor's degree from a college or university in the field of recreation, sports management, or a closely related field is desired, or an equivalent educational experience. Minimum of two years of experience in managing and supervising recreational programming desired. Certification as a Certified Parks and Recreation Professional or as a Recreation Supervisor or Administrator is preferred.

Salary commensurate with qualifications and responsibilities. Submit cover letter and resume to Att: Vita Mekovetz, RMC/MMC/QPA, Township of Readington, 509 Route 523, Whitehouse Station, NJ 08889.