



JOB POSTING

Director of Parks and Recreation

Salary: Commensurate with qualifications and experience

Hours: 35 hours per week

Schedule: Monday through Friday, full-time

Qualifications:

1. Graduation from an accredited college or university, Bachelor's degree*.
*Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis with thirty (30) semester hour credits being equal to one (1) year experience.
2. Five (5) years of supervisory experience in planning, promoting, organizing and/or administering a comprehensive recreation program for community, including the maintenance of parks, playgrounds or other recreational facilities.
3. Appointees may be required to possess valid certification as a Recreation Administrator issued by the New Jersey Board of Recreation Examiners.
4. Valid New Jersey Driver's License.
5. Resident of the Township of Pennsauken.

Description:

The Township of Pennsauken has announced an employment opportunity for full-time Director of Parks and Recreation. This position is classified with the NJ Civil Service Commission as Director of Parks and Recreation and will require the successful candidate(s) to make application through the open competitive process at a later date; the position will remain in a provisional classification until permanent appointment is made. Duties will include the planning, organizing and coordination of the municipal parks and recreation program, preparation of an annual budget, promoting public interest in parks and activities for the Township of Pennsauken under the direction of the Township Committee. The applicant should possess strong communication and problem-solving skills and be able to work both independently and within a group. Interested applicants can download the employment application from the Township of Pennsauken website at <http://www.twp.pennsauken.nj.us/content/online-forms-applications> or may pickup a copy from the Human Resources Director at the Pennsauken Township Municipal Building. Applications shall include a copy of a resume, and valid NJ Driver's License. All applications are due in a sealed envelope and delivered to the attention of Barbara Corbett, Human Resources Director, Township of Pennsauken, 5605 North Crescent Boulevard, Pennsauken, NJ 08110 no later than 4:00pm on Friday October 30, 2020.

Joseph V. Palumbo, Sr.
Acting Municipal Administrator