



THE TOWNSHIP OF BRIDGEWATER

JOB POSTING

Title of Position: Recreation Specialist

Reports To: Superintendent and Assistant Superintendent of Recreation

Responsibilities and Duties

- Assist the Superintendent/Assistant Superintendent with coordination and supervision of all Recreational programs as delegated
- Organize, develop, and maintain comprehensive recreation programs including but not limited to all Bridgewater United Soccer Club (BUSC) programs (In-Town, Travel, Adult, and High School soccer)
- Provide assistance with the planning and implementing of Bridgewater In-Town and Travel basketball
- Create and manage all rosters, coaches' lists, and correspondence for players, parents, and coaches
- Schedule and attend all coaches and BUSC meetings
- Manage scheduling of practices, scrimmages, evaluations, try-outs and games
- Perform all duties to ensure the efficient operation of the division in accordance with departmental policies
- Exhibit strict professionalism and confidentiality
- Work closely with Therapeutic Recreation Department staff to assist participants with special needs or families that require a reasonable accommodation due to a disability
- Act effectively as liaison for Recreation Department with programs and information pertaining to Soccer Centers, Bridgewater Soccer Association, and Shawnee Mountain
- Answer five-line phone and assist residents at the counter

Qualifications

- Bachelor's Degree in Recreation Administration or closely related field and/or four years experience in Public Recreation
- Possess a valid New Jersey driver's license
- Experience in operating and utilizing league athletics to create rosters, manage registration, post and update information
- Computer literate (Microsoft Word and Excel)
- Excellent verbal and written communication skills required
- Must be able and willing to work outdoors, nights and weekends, and other duties as assigned and/or deemed necessary by Superintendent/Assistant Superintendent

Non-Union - Grade: F

Salary Range: \$34,092 - \$53,277.19

Work Hours: 9:00 a.m. – 5:00 p.m. and as directed by Superintendent of Recreation including nights and weekends

Interested individuals should submit resume and complete an application available online at www.bridgewaternj.gov. Please email completed forms and resume to personnel@bridgewaternj.gov

Post: July 1, 2018

Remove: July 15, 2018

EEO Employer M/F/H/V

6/29/18