

## Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library  
From: Division of Personnel  
Date: September 22, 2016  
Re: Job posting

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Please be advised that there is a vacancy for the position of Recreation Supervisor in the Public Property/Community Services Department at the annual salary of \$73,034 - \$89,090. (Job description and requirements attached). This position is full time for 35 hours per week. Please post this in an area available to all employees. At this time, this position will also be publicly advertised. Applicants must reside in the City of Linden to be considered. In addition, applicants must meet the minimum education requirements for this position as follows:

**EDUCATION:** Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:** Two (2) years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program.

**NOTE:** A Bachelor's or Master's degree in Recreation or in Park and Recreation Management from an accredited college or university may be substituted for one (1) year of experience.

**NOTE:** Applicants who do not meet the educational requirement may substitute additional work experience as described on the basis of one (1) year of such experience being equal to thirty (30) semester hour credits

Anyone interested in the above mentioned vacancy must submit an employment application which can be obtained from City Clerk's office or online at [http://www.linden-nj.org/web\\_content/pdf/forms.personnel/employment-application.pdf](http://www.linden-nj.org/web_content/pdf/forms.personnel/employment-application.pdf)

All applications must be complete and returned to the City Clerk, no later than Friday, October 7, 2016 with proof of education attached for consideration.

**Note: Please be advised that this position is open competitive with the State of New Jersey Civil Service Commission and will be subject to a civil service examination and will be publically announced through the State of New Jersey Civil Service Commission website.**

c: Mayor Derek Armstead  
Council President Jorge Alvarez  
MEMBERS OF COUNCIL  
Affirmative Action Officer  
Bulletin Board

## **RECREATION SUPERVISOR**

### **DEFINITION:**

Under direction, plans, develops, promotes and oversees recreation programs and activities designed to meet the needs of the community; recruits, trains, supervises and evaluates recreation leaders and other staff involved in program operations; does other related work as required.

**NOTE:** The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

### **EXAMPLES OF WORK:**

Plans, develops, organizes, implements, promotes and supervises a variety of community service and recreation programs and events.

Plans, develops and promotes in/outdoor artificial ice rink competitions, exhibitions recitals and ice shows.

Plans, develops and promotes exhibits, shows, displays, festivals, concerts or other special events.

Monitors program activities to ensure efficiency.

Participates in the development of standards, policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures.

Conducts outreach and marketing activities with users, donors, sponsors and community groups.  
Identifies needs of programs and facilities; recommends actions to meet program objectives.

Establishes schedules and methods for providing recreation services.

Plans, develops and promotes a drama program involving activities such as puppetry, storytelling, pantomime or theater.

Plans, develops and promotes a diversified crafts program for playgrounds and recreation centers.

Plans, develops and promotes a program designed to provide cultural services.

Plans, develops and promotes a program of activities designed for participation by senior citizens and other special interest groups.

Supervises the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Recommends, demonstrates and applies techniques, procedures, materials, equipment, and supplies for use in recreational activities.

Prepares performance/exhibit schedules and promotional/informational literature.

Solicits and interviews program/event participants.

Determines needed resources; locates needed facilities.

Provides input into the development of budgets; submits budget recommendations; may approve and monitor expenditures.

Orders supplies, equipment and other materials according to established procedures.

Solicits volunteer and professional advice and assistance.

Prepares reports and press releases.

Participates in community meetings and organizational planning.

Supervises the establishment and maintenance of records and files.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office or related units.

**REQUIREMENTS:**

**SPECIAL NOTE:** The following requirements apply to positions in environments other than long- term care facilities.

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree.

**EXPERIENCE:**

Two (2) years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program.

**NOTE:** A Bachelor's or Master's degree in Recreation or in Park and Recreation Management from an accredited college or university may be substituted for one (1) year of experience.

**NOTE:** Applicants who do not meet the educational requirement may substitute additional work experience as described on the basis of one (1) year of such experience being equal to thirty (30) semester hour credits.

**REQUIREMENTS:**

**SPECIAL NOTE:** In accordance with N.J.A.C. 8:39-7.2, applicants for long-term care facilities under the jurisdiction of the Department of Health and Senior Services must meet the following requirements.

**EDUCATION:**

Graduation from an accredited college or university with a Bachelor's degree with a major concentration consisting of 24 semester hour credits on one of the following areas: recreation, creative arts therapy, therapeutic recreation, art, art education, psychology, sociology or occupational therapy.

**EXPERIENCE:**

One (1) year of experience in recreation work involving the planning, promotion, development and supervision of a recreation program.

**NOTE:** Applicants who do not meet the education requirement may

substitute education and additional experience and certifications in the following manner:

A high school diploma and three (3) years of additional experience in resident activities in a health care facility and satisfactory completion of an activities education program approved by the New Jersey Department of Health and Senior Services for the above educational requirement.

**NOTE:** A current certification from the National Certification Council for Activity Professionals or the National Council for Therapeutic Recreation Certification may be substituted for the education requirement under N.J.A.C. 8:39- 7.2.

**LICENSE:**

Applicants may be required to possess a valid certificate as a Recreation Supervisor issued by the New Jersey Board of Recreation Examiners or as a National Recreation and Park Association Certified Parks and Recreation Professional.

Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:**

Knowledge of the methods used to develop, plan, organize, evaluate, promote and supervise a recreation program.

Knowledge of the variety of recreation activities available to meet community needs.

Ability to organize, develop and coordinate a recreation program.

Ability to identify and evaluate community recreation needs.

Ability to interpret and implement policies and procedures.

Ability to provide assignments and instructions to subordinates and supervise their work.

Ability to establish and maintain cooperative relationships with associates and the public.

Ability to prepare reports and press releases.

Ability to supervise the establishment and maintenance of records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.