Mayor

David A. Patriarca

Business Administrator

Daniel Hornickel

Council

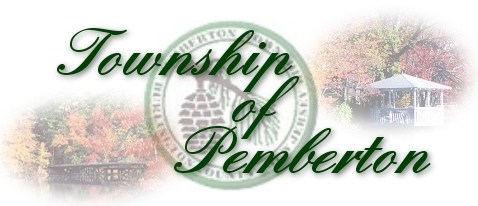
Jason Allen

Gaye Burton

Paul Detrick

Donavan Gardner

Elisabeth McCartney



Seeking full-time Director of Recreation & Senior Services to plan and promote recreational activities, programs and Township events for youth and senior citizens. The Director is responsible for recruitment and supervision of six full-time staff as well as approximately forty part-time and seasonal staff including lifeguards, afterschool program instructors, and group class instructors. The Director is responsible for the management of the budget of the Department of Recreation & Senior Services under the direction of the Business Administrator, including the implementation of internal controls, purchasing, and financial policies of the Township. The Director will manage indoor and outdoor recreational use of public facilities, community and senior buildings and perform project management of the Township’s Parks Improvement Program. The Director will also be responsible for the management of county, state and federal grants for activities within the purview of the department, and for the preparation of grant applications for operations and facilities grants. Computer literacy and substantial writing skills shall be required. Networking experience and skills with community organizations is required. A bachelor’s degree in recreation or sports management or a closely related field is desired. Equivalent educational experience may be substituted for the educational requirement. A minimum of five (5) years in managing and supervising recreation programming and staff is desired. Certification as a Certified Parks and Recreation Professional or as a Recreation Supervisor is preferred. Salary is negotiable within a (2020) range of $70,000 to $95,000 plus generous benefits. Please forward a resume, three (3) professional references, and cover letter along with copies of relevant certification to Human Resources, Township of Pemberton, 500 Pemberton-Browns Mills Road, Pemberton, NJ 08068 or email [mbrown@pemberton-twp.com](mailto:mbrown@pemberton-twp.com). EOE