



**Human Resources**  
400 Witherspoon Street  
Princeton, NJ 08540  
P: 609/454-4751 F: 609/454-8449  
[humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)

## NOTICE of VACANCY

Department: Recreation

Post Date: July 28, 2021

Position: Assistant Director

Deadline: August 29, 2021

Salary Range: \$57,000-90,000

---

**Description:** Under the supervision of the Executive Director, the Assistant Director will oversee the implementation of seasonal recreation programs, coordinate community events and assist in managing the various recreation amenities. The Assistant Director will serve as a liaison to various community groups and assist with the scheduling and management of facilities, as well as other departmental duties. Facilities include an outdoor pool complex, spray ground facility, tennis facility, multiple park facilities and a skateboard park. This position will play a key role in all capital projects for the department. Other duties include, but are not limited to: supervision of youth and adult programming, payroll management, recruiting, hiring and evaluating seasonal employees.

The Assistant Director serves as the departmental point person for the scheduling of all athletic fields with community sports groups. The ideal candidate will have experience in facility/field scheduling.

This position will play an integral role in the management and operation of the Community Park Pool Complex. CP Pool is open seasonally from Memorial Day to Labor Day and has over 100,000 visitors annually with over 100 seasonal staff. Programming includes swim lessons, competitive swim/dive team, master swim and adult aquatic exercise.

The Assistant Director will also assist the Executive Director in administering both the tax-funded budget and Commission-funded budgets. Budget experience and familiarity with municipal budget procedures is a plus.

Candidate must be willing to work extended and/or irregular hours, as required given the nature of the position, including evenings and weekends. In addition, the candidate must be able to attend monthly Recreation Commission meetings. The ability to interact effectively, and to develop and maintain relationships with community organizations and the public, as well as with other employees and departments within the municipality, is vital to this role. Candidate must be able to present a positive image of the municipality to the public and to all interested stakeholders.

**Requirements:** Bachelor's Degree in Recreation Administration or related field preferred. A minimum of 5 years' experience in municipal recreation and/or athletic/aquatic facility management is required with a minimum of 2 years' supervisory responsibility. Experience managing aquatics facilities and/or aquatic programming experience preferred. Certified Pool Operator (CPO) or the ability to obtain certification within 6 months of employment is required. Certified Parks & Recreation Professional Certification (CPRP) a plus. Experience with CommunityPass registration system a plus. Excellent written & oral communication skills and proficient PC skills.

Must satisfy employer paid physical, drug screen and criminal background check. Must have a valid NJ Driver's License in good standing if driving municipal vehicles. NJ residency required by State Statute. R.S.52:14-7.

---

Submit application, cover letter of intent and resume AS ATTACHMENTS to: [humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)

Application available online at <https://www.princetonnj.gov/Jobs.aspx>

**EOE - M/F/V/H**

---

Posted on:  
Monument Hall Employee Bulletin Board  
Witherspoon Hall Employee Bulletin Board  
Witherspoon Hall Hallway Bulletin Board

Human Resources Office  
Police Department Bulletin Board  
Recreation Department Bulletin Board  
Corner House Bulletin Board



Municipal Website  
Human Services Bulletin Board  
Public Works Garage – John Street  
Spring Street Garage – Parking Operations

**Human Resources**  
400 Witherspoon Street  
Princeton, NJ 08540  
P: 609/454-4751 F: 609/454-8449  
[humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)

Public Works Garage – Harrison Street  
Princeton Public Library  
Princeton Senior Resource Center  
**Please Post**