

**Human Resources**

400 Witherspoon Street

Princeton, NJ 08540

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**NOTICE OF VACANCY**

Department: Recreation

Position: Program Supervisor

Hours: Monday-Friday, 9 am-5 pm

plus some weekend and evening responsibilities

Salary Range: $42,000 - $46,000

Post Date: February 8, 2021

Application Deadline: March 7, 2021

Description:  The Princeton Recreation Department is seeking a full-time Recreation Program Supervisor to plan, organize and implement a variety of community-based recreation and aquatic programs for youth, adult and seniors.  The Program Supervisor, under the direction of the Executive Director of Recreation, will have a varied set of responsibilities including supervising youth/adult/ senior activities/events, recruiting, hiring, and evaluating seasonal staff, serving as liaison to community-based organizations and developing new programming for the community.  Additional responsibilities include purchasing, facility scheduling, coordinating special events, working with web-based registration software, and assisting with departmental projects, initiatives and community outreach.

Preferred Certifications/Experience: Minimum of one (1) year of experience in the field(s) of municipal/county/state recreation and/or park management; Online registration systems/software experience desired/Community Pass system experience a plus. Relevant certifications/licenses preferred but not required, such as state or national certifications and CPR, and/or 1st Aid/AED. A Bachelor’s Degree in Community Recreation, Recreation Management, or associated field preferred. Must have a valid NJ driver’s license; Must satisfy employer paid physical, drug screen and criminal background check; NJ residency required by State Statute. R.S.52:14-7.

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

Application available online at: <http://www.princetonnj.gov/employment.html> **EOE – M/F/D/V**

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Monument Hall Employee Bulletin Board

Human Resources Office

Police Department Bulletin Board

Corner House Bulletin Board

Public Works Garage – John Street

Website

Witherspoon Hall Employee Bulletin Board

Witherspoon Hall Main Entrance Bulletin Board

Recreation Department Bulletin Board

Spring Street Garage – Parking Operations

Public Works Garage – Harrison Street

Princeton Public Library

Princeton Senior Resource Center

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