THE BOROUGH OF RUMSON SEEKS

A FULL-TIME RECREATION DIRECTOR

The successful candidate’s responsibilities will include the overall operation and management of the Borough's Recreation Programs. The programs include both sport and non-sport programming with over 3500 individuals in 30 overall programs. Multitasking skills are a must and prior experience managing a variety of sports, including coach recruiting/training/retention, player drafts, field allocation and official scheduling are a plus.

Responsibilities may also include supporting other administrative and Borough communication functions as needed. Candidate must be willing to work extended hours and irregular hours as required. Strong safety awareness, a good record and understanding of safe work practices are essential.

Qualified candidates should be able to communicate effectively with residents, Recreation Commission Members and other Team Members, always responding in a pleasant and courteous manner. Strong computer skills are required and experience with online team management software is a plus. Candidates must possess reliable transportation and live within 30 minutes of our municipality. Successful applicants must be at least 18 years of age, possess a valid NJ Driver’s License, be able to pass a Criminal Background Check, and a NJ Department of Motor Vehicle Records Check.

This fulltime position is available immediately. Starting salary will be based on experience. Full-time benefits are included. Applications can be found on the Borough website: [www.Rumsonnj.gov](http://www.rumsonnj.gov)

Qualified applicants are invited to submit an application for employment no later than January 21st to:

Borough of Rumson

Tamila Bumback

Deputy Municipal Clerk / Human Resources Manager

80 East River Road

Rumson, NJ 07760

tbumback@rumsonnj.gov

The Borough of Rumson is an Equal Opportunity Employer (EOE).