



Borough of South River
Middlesex County, New Jersey

Administration

48 Washington Street
South River, NJ 08882-1216

Office: 732-257-1999, Ext. 118
Fax: 732-613-3081

August 29, 2019

To: All Employees/ All Departments

PLEASE POST

From: Personnel

Re: Recreation – Part Time

Applications are now being accepted for the position of:

Recreation – Part-Time

DUTIES

See Attached

QUALIFICATIONS

See Attached

Applications are available at the Borough Administrator's Office, 48 Washington Street and must be filed by 4:30 pm on Monday, September 30, 2019, Administration Department.

BOROUGH OF SOUTH RIVER

JOB DESCRIPTION

POSITION: Parks & Recreation – Part-Time

DEPARTMENT: Parks & Recreation

SALARY: Shall receive as compensation for services, which shall be fixed in accordance with the provisions of the ordinances governing the salaries.

Summary Statement:

The Borough of South River, Parks & Recreation requires a part-time coordinator for week day evenings and weekend mornings per the field use schedule; for 7.5 hours per week to maintain field use duties associated with day-to-day operations as directed by the Parks & Recreation Director.

Machines, Tools and Equipment Used:

Copier, scanner and fax machines. Computer programs, e-mail and Internet.

Source of Authority:

Parks & Recreation Director
Borough Administrator

Job Duties

1. Coordinate field use schedule during spring, summer and fall months in accordance with established Parks & Recreation procedures.
2. Coordinate the field lights schedule.
3. Conduct field inspections and safety of all fields used.
4. Validate proper field use.

Required Knowledge, Abilities and Skills:

A cheerful disposition, friendliness and patience are necessary. Self-motivated individual that pays attention to detail. Knowledge of fields, maintains independent follow-up on all assigned tasks. Accountable and responsible. Ability to work independently or as part of a team.

Education, Experience and Training:

Strong Communication and Multi-tasking abilities. Flexibility. Extensive background in two of the following fields: Customer Service and Field knowledge. Graduation from high school and experience working with the public. Must possess a valid Driver's License from the State of New Jersey.

Dress Code:

Casual: Jeans, shorts and tee shirts are acceptable.

Dated 2/14/2019