



Township of Eastampton – Office of the Township Manager

Job Description:

Supervisor of Recreation and Community Services
(Part-time avg. 10 hours per week)

Description and Examples of Work:

This is a part-time administrative and technical position directing the activities of the community's Recreation program, under the direction of the Township Manager. Work involves planning, developing, organizing, and supervising a program of leisure and recreational activities for children, adolescents, adults, seniors and special community wide events. The position is acknowledged as being in transition in as much as the hours may increase as the programs develop and evolve.

The Supervisor provides assistance to the Eastampton Recreation Advisory Committee (Committee), communicates and receives recommendations from the Recreation Advisory Committee regarding programs and policies, and represents the Office of the Township Manager at Committee meetings.

The Supervisor works with considerable independence in implementing policies and programs. The Supervisor provides direction and supervision over a paid part-time staff when authorized and has explicit administrative authority over volunteers assisting at events and services. The Supervisor's work priorities are developed and performed under the direction of the Township Manager and is received through conferences, inspections, directives and observations of results obtained. Duties of this position include:

- Provide overall administrative support to successfully execute the existing programs and events attached to this job description.
- Maintain a comprehensive master schedule of recreation committee programs and events along with event planning milestones.
- Promote events and programs in a timely fashion. Publicize recreational opportunities and activities, and orientate new residents to local and regional opportunities.
- Initiate and track orders for recreational supplies and equipment pursuant to the Township purchasing guidelines.
- Prepare, administer, track and update program budgets on a monthly basis.
- Assist in recruiting and selecting subordinates and volunteers for various recreational related programs, committees, etc.

- Attend and participate in Recreation Advisory Committee Meetings as a non-voting member as the Township Manager's representative, who is the Director of the Eastampton Parks and Recreation Department.
- Develop and/or identify programs and activities that service the broadest range of needs as possible including youth, adults, seniors and residents with disabilities.

Qualifications:

The ideal candidate has extensive experience working in an educational and/or recreational setting, including supervisory and administrative experience. Graduation from an accredited four-year college or university with major course work recreation administration, physical education, or a closely related field; or any equivalent combination of experience and training which provides the following abilities and skills:

- Thorough knowledge of the objectives and ideals of public recreation, including an understanding of the diverse activities which constitute a community recreation program.
- Considerable knowledge of the facilities and equipment needed in a broad recreational program. This includes an understanding and ability to provide leadership with respect to safety concerns and risk management.
- Knowledge of programing and program development associated with competitive sports.
- A valid driver's license.
- Successful criminal and related background checks.

Existing Recreation Committee Programs

Spring

Roller Skating (February 7, 2013)

Egg Hunt & Coloring Contest

5K Park Run/Walk & Kids Fun Run (May 19, 2012)

Zumba

Summer

Summer Movie Nights

Summer Park Program

Zumba

Zumba (February 1, 2013) Go Red Party Hearty

Fall

Hayride (November 16, 2012)

Karate for Youth and Adults (starts 10/2/12 until June 2013)

Roller Skating

Fun Day (September 22, 2012)

Zumba (November and December)

Winter

Youth Basketball (Handled by Westampton)

Pictures with Santa

Roller Skating

Swimming Party

Holiday Tree Lighting at the Manor House

Area Activities

The Recreation Committee is proud of its cooperation with other area recreation organizations, which increase recreational and leisure opportunities for Eastampton residents. The Township's goal is to continually build these relationships and to work toward a comprehensive and easily understood "system" of recreational opportunities for Township residents and the broader region.