

## South Brunswick Township Job Description

**Title:** Parks & Recreation Director  
**Department:** Parks & Recreation  
**Supervisor:** Township Manager  
**Salary Range:** \$92,231 - \$170,000

---

### **Job Summary**

This is a highly responsible professional position that performs a variety of administrative, supervisory, planning, organizing and directing activities of the Parks and Recreation Department. The Director is responsible for preparing long range strategic plans, including all park and facility development. Implement programs and ensure that they are being taken advantage of and are successful. These job duties are performed under the direction of the Township Manager.

### **Essential Duties and Responsibilities**

- Interviews, selects, trains, supervises, directs and evaluates department personnel, both part-time and full time.
- Monitor employees, set goals and objectives and establishes guidelines for performance.
- Prepares the Parks & Recreation budgets, submits recommendations to Administration.
- Manages, coordinates and monitors expenditures and receipts of funds.
- Solicits quotes when necessary for departmental purchases.
- Attends regular Parks and Recreation Advisory Board meetings.
- Prepares agendas, minutes and provides other pertinent information to the board.
- Presents program and facility development ideas with recommendations which are presented to the Township Manager and Mayor and Council.
- Attends meeting of department heads, boards, agencies and community groups to present department programs and needs.
- Develop and implement a wide variety of programs for all ages within the community.
- Compiles data, maintains records, analyses the effectiveness of programs, past, present and future.
- Determines the feasibility and development of new programs.
- Recommends the acquisition, development and maintenance of park and playground areas and of structures and facilities to best serve the interest of the community.

### **Other Examples of Work**

- Supervises submittal of payroll.
- Prepares written reports, monthly program reports, statistical reports, grant reports, communication, public information, correspondence and other necessary reports as needed.
- Arranges and prepares public information/advertisements and media coverage for programs and the department through press releases, posters, fliers and other printed materials. In addition to department social media outlets such as Facebook, Instagram, Twitter and the Township website.
- Reviews & Approves scholarship applications.
- Compiles accident information, worker's compensation and insurance information necessary.

## South Brunswick Township Job Description

- Screens correspondence and answers non-routine questions regarding the Parks & Recreation department.
- Does other related work as requested.

### **Knowledge and Abilities**

- Excellent organizational skills. Ability to work independently.
- Energetic, flexible and a strategic thinker
- Ability to read, write and speak English.
- Excellent verbal and communication skills. Strong writing and grammar skills.
- Ability to courteously and tactfully communicate and interact with the public and to resolve problems in a professional manner.
- Ability to maintain needed statistical data, reports and information on computer.
- Ability to analyze program services and produce conclusions, justification and recommendations as needed.
- Ability to keep superiors informed, determine situations requiring Department Head attention.

### **Qualifications**

- BA or BS in Recreation, Leisure Services or related field.
- 8 years minimum full-time experience in related field of parks and recreation programming and administration of leisure services.
- Experience with events coordination and planning.
- Computer skills necessary
- NJ Driver's License with a good driving record.
- Knowledge of emergency procedures
- First Aid & CPR certified

### **Equipment Used**

- Office equipment: computers, telephones
- Other equipment: Radio system, Public Address system, TV/VCR, projector
- Computer Programs such as Microsoft office, excel and the department's online registration program, Community Pass.

### **Job Location**

The primary office is in the S.B. Community Center with periodic responsibilities in other facilities. These facilities include township parks, restrooms, concession stands, The Wetherill Historic Site, The Rocky Top Dog Park and any other township facilities.

South Brunswick is an Equal Opportunity Employer.