Job Posting

Job Title: RECREATION SUPERVISOR
Job Category: Competitive
Department/Division: PUBLIC WORKS/RECREATION
Job Code/Job ID: 03020/480
Location: 800 BROADWAY, PATERSON, NJ 07514
Travel Required: LOCAL
Level/Salary Range: $40,000.00 - $45,000.00
Position Type: Full-Time
Contact: Eugenia Byfield
Posting Period: 06/24/2022 - 07/12/2022

Resumes & Applications are accepted via regular mail, fax or e-mail.

Fax or E-mail:
973-321-1325
hrinfo@patersonnj.gov
Attention: RECREATION SUPERVISOR

Regular Mail:
Eugenia Byfield, Personnel Officer
Division of Human Resources (Personnel)
City of Paterson
125 Ellison Street, Suite 300
Paterson, NJ 07505

*(Tasks noted within this description are not all-inclusive. Other related tasks will be assigned.)

Job Description

Role and Responsibilities
Under direction, plans, develops, promotes and oversees recreation programs and activities designed to meet the needs of the community; recruits, trains, supervises and evaluates recreation leaders and other staff involved in program operations; does other related work as required.

Examples of Work

- Plans, develops, organizes, implements, promotes and supervises a variety of community service and recreation programs and events.
- Participates in the development of standards, policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures.
- Monitors program activities to ensure efficiency.
- Establishes schedules and methods for providing recreation services.
- Supervises the work operations and/or functional programs and has responsibility for employee evaluations and for effectively recommending the hiring, firing, promoting, demoting and/or disciplining of employees.

Requirements

Education: Graduation from an accredited college or university with a Bachelor’s degree.

Experience: Two (2) years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program.

Knowledge & Abilities

- Knowledge of the methods used to develop, plan, organize, evaluate, promote and supervise a recreation program.
- Knowledge of the variety of recreation activities available to meet community needs.
- Ability to organize, develop and coordinate a recreation program.
- Ability to provide assignments and instructions to subordinates and supervise their work.
- Ability to identify and evaluate community recreation needs.
- Ability to establish and maintain cooperative relationships with associates and the public.