



6808 Park Avenue, Guttenberg, NJ 07093

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[www.guttenbergnj.org](http://www.guttenbergnj.org)

# TOWN OF GUTTENBERG

## ASSISTANT RECREATION DIRECTOR

The Town of Guttenberg is seeking an individual for the position of Assistant Recreation Director.

Under the supervision of the Director of Recreation and the direction and supervision of the Mayor, Board of Council and member of Council assigned as Chair of the Recreation Committee the individual selected for this position shall assist the Director of Recreation in the planning, administration and conduct of recreation activities for the residents of Guttenberg, to include, but not be limited to;

- Summer Recreation Program Monday thru Friday July 1 to August 31.
- Afternoon and evening recreation activities September to June to include sports, crafts and other activities for both children and adults.
- Weekend recreation activities year round.
- Develop and propose to the Town Council for consideration new activities for youth and adult residents.
- Provide reports and schedules pertaining to all recreation programs and activities.

The individual selected for this position shall possess the ability and demonstrate the initiative to improve on and expand recreation activities available to all the residents of Guttenberg.

The individual selected this position will be expected to work approximately 20 hours per week during the period of September 1<sup>st</sup> thru June 30<sup>th</sup> and 30 hours per week during the period of July 1<sup>st</sup> thru August 31.

Individuals interested in being considered for this position should submit an application and summary of their qualifications to the Guttenberg Town Clerk, Albert Cabrera at 6808 Park Avenue, Guttenberg, NJ no later than April 14, 2014 at 4:00 P.M.

Salary for this position shall be commensurate with experience.