Recreation Director

Part-time year around position managing very active recreation programs, 2 beaches, summer camps and coordinating numerous events; prefer candidate with at least 2 yrs recreation experience; must be available full-time in summer; cover letter with resume and references to: Richard J. Sheola, Borough Manager, 400 Boulevard, Mountain Lakes, NJ 07046 by Sept 2.
No phone calls please.

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Borough of Mountain Lakes Recreation Director

Purpose: The Recreation Director performs a variety of professional and administrative functions to meet the Borough Recreation Mission to offer quality, affordable and diverse recreational and cultural programs and facilities to the residents of Mountain Lakes of all ages and abilities. The position reports directly to the Borough Manager but is also responsible for carrying out the directives and policies of the Recreation Commission.

Hours: Average of 20 hours per week (hours will vary by season)

Responsibilities:

Day-to-Day:

- Prepare and manage annual recreation budget – Registration Fees, Camp Supplies, Equipment, Donations, etc.
- Manage borough facilities calendar (e.g. sports, parties, beach events).
- Serve as liaison to other departments (e.g. MLPD, DPW, Board of Education) and local government officials and agencies.
- Oversee resident use of Borough Special Use Facilities - Beaches, Tennis Courts, Boat Racks, and Parks.
    - Coordinate with Borough Manager, DPW and leverage R-School facilities scheduler.
    - Support beach renovation project
- Promote ML recreation programs, camps and events via borough website, notice board and virtual backpack.
- Regular response to telephone, email and other correspondences. Set office hours at borough hall.

Programs:

- Summer Recreation and Adventure Camp management – scheduling, facilities, registration, staffing and supplies.
- Supervise all part-time recreation staff (e.g. hiring, evaluations, terminations) - Summer Recreation Camp Supervisor, Adventure Camp Supervisor, Beach Director.
- Plan annual ML holiday/summer events – Easter Egg Hunt, Trout Stocking/Trout Derby, 4th of July Races, Christmas Tree Lighting, Menorah Lighting, 2 Summer Concerts and Movie on the Beach
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- Support boys and girls recreational sports programs – facilities scheduling (w/ MLHS Athletic Director and school administrators), volunteer background checks, insurance, complaint resolution and online registration, if needed
- Coordinate 55+ Club activities
- Coordinate Briarcliff Ski club program
- Serve as Mountain Lakes Hub Lakes representative and attend monthly meetings

Meetings:

- Attend monthly Recreation Commission meetings and provide recreation program update
- Attend monthly DPW Committee meeting to represent Recreation program needs
- Prepare annual report for Borough Manager and attend other meetings, as needed