

Job Title: Part-Time Recreation Assistant

Location: Borough of Matawan, New Jersey

Job Description:

We are seeking a passionate and dedicated Part-Time Recreation Assistant to join our team at the Borough of Matawan. As the Recreation Assistant, you will play a vital role in creating engaging and enjoyable recreational activities for our community members.

Responsibilities:

1. **Plan and Organize Recreational Activities:** With the Director of Community Engagement, design and implement a variety of recreational programs and activities for different age groups, ensuring they are safe, inclusive, and enjoyable.
2. **Assist with Facility Management:** Support the management of recreational facilities, including equipment setup, maintenance, and cleanliness, to ensure a safe and welcoming environment.
3. **Customer Service:** Provide excellent customer service to all participants, addressing their needs, inquiries, and feedback in a professional and friendly manner.
4. **Promote Programs:** Assist in promoting recreational programs through various channels such as social media, flyers, and community outreach to increase participation and engagement.
5. **Safety and Compliance:** Ensure all activities and facilities adhere to safety regulations and guidelines, taking necessary precautions to prevent accidents and injuries.
6. **Team Collaboration:** Work collaboratively with other team members, including the Director, Elected Officials, and volunteers, to coordinate schedules, share ideas, and support overall departmental goals.
7. **Administrative Tasks:** Assist with administrative tasks such as registration, attendance tracking, bookkeeping, and program evaluation to ensure efficient operations and quality improvement.

Qualifications:

- Previous experience in recreational programs or related fields is preferred.
- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Basic knowledge of safety practices and emergency procedures.
- Flexibility to work evenings, weekends, and holidays as needed.

Benefits:

- Hourly Wage: \$15 to \$25, commensurate with experience and qualifications
- Opportunity to make a positive impact on the community through recreational programs.
- Collaborative and supportive work environment.
- Opportunities for professional development and career growth.
- Flexible work schedule.

If you are passionate about promoting health, wellness, and community engagement through recreational activities, we encourage you to apply for this rewarding Part-Time Recreation Assistant position at the Borough of Matawan. Interested candidates are encouraged to submit a cover letter, resume, and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: ryan.michelson@matawanborough.com no later than 10:00 AM, May 9, 2024. The Borough reserves the right to conduct interviews prior to May 9, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.