

DEPARTMENT OF HUMAN SERVICES
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY
JOB DESCRIPTION

JOB TITLE: FACILITY RECREATION PERSONNEL

QUALIFICATIONS:

1. Strong public relations skills. Be friendly and engaging.
2. Must be available to work on weekdays and weekends, varying hours.
3. At least one year "hands on" experience in a recreational setting.

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Coordinate recreational activities for members and guests of the Township of Ocean Community Pool and Tennis Facility under the direction of the facility management.

ESSENTIAL RESPONSIBILITIES:

1. Plan, promote and supervise recreational programs for all age groups. Included, but not limited to group games, story time, arts and crafts, athletic activities, and water activities.
2. Assist with the planning, promotion, and supervision of family-oriented activities including Family Fun Day.
3. Maintain inventory of recreation supplies.
4. Publicize all programs offered

OTHER INFORMATION/REQUIREMENTS:

1. Saturday of Memorial Day weekend – late June, work weekends only.
2. Late June – Labor Day, work as scheduled; day, evenings and weekend shifts necessary.
3. Neat, appropriate appearance; required to wear provided staff shirt when on duty.
4. Attendance at staff meetings is required.
5. Assist with miscellaneous duties including maintenance and front office tasks as assigned by management personnel.