

Manasquan Community Center Job Description

Position: Community Center Director

Department: Recreation

Salary Range: \$60,000 – \$72,000

Classification: Exempt, Full-time, Regular Position

Description:

This position will require supervisory and administrative work managing the new community recreation center opening in Manasquan.

Duties of the position include, but are not limited to:

- Oversees all daily operations at the community center
- Prepares and manages annual budget program including purchasing
- Develops annual capital fundraising campaign events
- Responsible for the hiring, training and supervision of all members of the staff
- Creates policies and procedures for the daily operations of the center
- Prepares and presents monthly business reports to town Council
- Participates in the development of and ongoing management of the marketing campaign
- Assures that safety standards and precautions are followed in recreation and facility management activities.
- Handles customer service related issues
- Implements the programming calendar and seeks out new opportunities for program development
- Organizes and completes payroll in compliance with appropriate timeframes
- Coordinates scheduling the facility with civic groups and private organizations

Minimum Qualifications:

Candidates must have a Bachelor's degree in Recreation and Park Administration, Physical Education or a closely related field. Facility management experience of at least 5 years. Facility start-up experiences a bonus. Thorough knowledge of principles, practices, and methods of community recreation center through programming, operations and management. Ability to communicate effectively both orally and in writing. Ability to maintain accurate records and prepare necessary reports. Ability to maintain effective working relationships with other staff and the general public. First Aid and CPR certifications required.

Core Skills and Attributes:

- Time, energy, organizational abilities and flexibility are a must.
- Evenings, early mornings, night shifts, split shifts, weekends and some holidays are a must depending on event schedules
- Strong interpersonal skills with ability to work with a wide variety of individuals
- Ability to handle multiple projects and work independently
- Experience with Microsoft Office software
- Must possess a creative mind

Manasquan Community Center Job Description

Position: Community Center Department Manager

Department: Recreation

Salary Range: \$45,000 – \$55,000

Classification: Exempt, Full-time, Regular Position

Description:

Under the general supervision of the Community Center Director, assists with professional duties consisting of, but not limited to planning, developing, coordinating, implementing and supervising Center staff along with the development and implementation of programs offered out of the Community Center.

Duties of the position include, but are not limited to:

- Assists Center Director in planning, organizing, developing, scheduling, and evaluating recreation, fitness, childcare programs and special events
- Maintains budgets for specific departments
- Assists with the overseeing of the day to day operations of the facility
- Maintains inventory of supplies and equipment; assists with ordering supplies and equipment for community center and its programs
- Schedules Community Center programs for specific departments and evaluates the success of the programs at their completion
- Provides clerical support with program registration, point of sale, facility booking, and membership registration for the center; answers telephones and assists with all financial transactions
- Assists with the marketing and promotion of the facility
- Schedules the community center facilities and supervises conditions of the facilities such as set-ups and breakdowns of facility equipment and resources
- Performs related duties as required

Minimum Qualifications:

Bachelors degree in Recreation and Parks Administration, Physical Education or closely related field and one year experience in public recreation or any equivalent combination of education and experience. Ability to communicate effectively both orally and in writing. Ability to maintain accurate records and prepare necessary reports. Ability to maintain effective working relationships with other staff and the general public. First Aid and CPR certifications required.

Core Skills and Attributes:

- Time, energy, organizational abilities and flexibility are a must
- Evenings, early mornings, night-shifts, split shifts, weekends and some holidays are a must depending on event schedules
- Strong interpersonal skills with ability to work with a wide variety of individuals
- Ability to handle multiple projects and work independently
- Experience with Microsoft Office software
- Must possess a creative mind