

Township of Verona  
Office of the Township Manager  
Municipal Building  
600 Bloomfield Avenue  
Verona, NJ 07044  
973-857-4767



Website: [www.VeronaNJ.org/jobs](http://www.VeronaNJ.org/jobs)  
[JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org)

## CAREER OPPORTUNITY

TITLE: **Recreation Supervisor**  
LOCATION: Verona Community Center  
TITLE CODE: 03020 Recreation Supervisor

ISSUE DATE: 1/5/2024 CLOSING DATE: 1/26/24  
# OF POSITIONS: 1  
SALARY: Commensurate with experience \$58,000-\$70,000

**DESCRIPTION:** Under the direction of the Director of Community Services, plans, develops, promotes and oversees recreation programs and activities designed to meet the needs of the community; recruits, trains, supervises and evaluates seasonal part-time and full-time employees, recreation leaders and other staff involved in program operations; does other related work as required. Other duties include supervising, planning and coordinating all youth, adult and senior programs. Three years of experience in the field of recreation services and/or park/ facility management preferred. Computer proficiency (Community Pass and Microsoft Office); excellent customer service skills; pool and summer playground (camp) management skills preferred.

**EXAMPLES OF WORK INCLUDE:**

- Plans, develops, organizes, implements, promotes and supervises a variety of community service and recreation programs and events. Monitors program activities to ensure efficiency.
- Assists with planning, developing and promoting various shows, displays, town events, concerts and other special events.
- Participates in the development of standards, policies and procedures; makes recommendations for changes and improvements to existing standards, policies and procedures.
- Identifies needs of programs and facilities; recommends actions to meet program objectives.
- Establishes schedules and methods for providing recreation services.
- Plans, develops and promotes a program designed to provide cultural services, inclusion and accessibility.
- Plans, develops and promotes activities designed for participation by senior citizens.
- Supervises the work operations and/or functional programs and has responsibility for employee evaluations.
- Provides input into the development of budgets; submits budget recommendations; may approve and monitor expenditures.

**EDUCATIONAL REQUIREMENTS:**

R.A, C.P.O preferred; Bachelor's degree or a minimum of 2 years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program. A valid New Jersey Driver's License.

**APPLY:** Interested candidates must submit a resume detailing experience and qualifications, cover letter and Verona pre-employment application found at [www.Veronanj.org/jobs](http://www.Veronanj.org/jobs) to the Office of the Township Manager with Recreation Supervisor in the subject line, via email at [JobOpportunities@VeronaNJ.org](mailto:JobOpportunities@VeronaNJ.org) no later than 4:00 p.m. on the closing date listed above. The Township reserves the right to make a job offer prior to closing date.