

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



JobOpportunities@VeronaNJ.org
Website: www.VeronaNJ.org

SITE MANAGER-VERONA COMMUNITY CENTER

DATE OF ISSUE	09/29/2021	CLOSING DATE:	OPEN
# OF POSITIONS:	1		
SALARY:	\$15.00 per hour		
WORKWEEK	1-2 nights per week (10-15 hours per week) 4:30 p.m. - 10:00 p.m.		

The Verona Recreation Department is looking for a Site Manager to oversee the use of the facility and fields at the Community Center on weeknights and/or weekends. Responsibilities and requirements include:

- Must have a valid Driver's License
- Follow directions and able to work independently
- Must have strong communication skills
- Evening and weekend hours
- Customer interaction and problem solving
- Supervising Community Center facility and/or the sports fields
- Maintaining the cleanliness of the Community Center building and sports fields including litter management and emptying garbage receptacles

Interested candidates should submit a resume and Verona Pre-Employment Application (available at Veronanj.org), to the Recreation Department, JCunningham@Veronanj.org.