

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



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

## EMPLOYMENT OPPORTUNITY

**TITLE:** RECREATION AIDE- PERSONS WITH DISABILITIES PROGRAMS  
**TITLE CODE:** 02983  
**DATE OF ISSUE:** 8/11/2023 **CLOSING DATE:** 9/11/2023  
**# OF POSITIONS:** 1  
**SALARY:** \$20-\$25 per hour DOQ

**WORKWEEK:** Part Time -must be available two evenings per week plus Saturday  
hours approximately 10-15 hrs. /week

### DESCRIPTION:

- Under direction, develop programs and oversee implementation of recreation programs for persons with disabilities
- Assists in the curriculum planning, organization, promotion and implementation of recreational programs and activities.
- Helps promote recreation programs of all types.
- Helps organize and lead groups and individuals in various activities.
- Helps plan, implement and publicize special events.
- Helps participants attain greater skills in and enjoyment from recreation activities.
- Assists in the maintenance of records and completion of reports (e.g. Participation Usage Reports, time cards, incident/accident reports, etc.) as directed.
- May demonstrate and explain techniques, procedures, materials, equipment, and supplies used in the recreation program.
- Helps set up and clean activity area to ensure it is neat and free of health/safety hazards.
- Responds quickly and appropriately to potentially hazardous situations; reports all incidents and accidents according to established procedures.
- Welcomes visitors and answers incoming telephone calls.
- Notifies patrons of activity schedules and registration requirements.
- Monitors participants to ensure orderly conduct.
- May maintain inventory of supplies and equipment.
- Reports to supervisor orally or in writing on groups and individuals.
- Maintains records.
- Will be required to learn to utilize various types of electronic and/or
- Knowledge of Windows, Excel. Microsoft Office
- Good communications skills

**LICENSE:** Valid New Jersey Driver's License

**REQUIREMENTS:** Ability to read, write, understand and communicate in English.

**APPLY:** Interested candidates should submit a resume and Verona Pre-Employment Application (available at [Veronanj.org](http://Veronanj.org)) to [jobopportunities@veronanj.org](mailto:jobopportunities@veronanj.org). The Township reserves the right to fill the position prior to the closing date.

August 11, 2023