



TOWNSHIP OF MORRIS

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TIMOTHY F. QUINN
TOWNSHIP ADMINISTRATOR

(973) 326-7360

NOTICE ALL FULL-TIME TOWNSHIP EMPLOYEES

A vacancy currently exists in the following job classification:

FULL-TIME AQUATIC COORDINATOR/ADMINISTRATIVE ASSISTANT- PARKS & RECREATION: Perform a variety of routine administrative and supervisory duties needed to ensure that the day-to-day operations and services of the Department of Parks and Recreation are completed. Including but not limited to: facility permitting, Clean Communities program, human resources management, special event planning, and general recreation programming. Additionally, oversees the daily non-maintenance operations of seasonal swim pools and employee work assignments.

ESSENTIAL JOB FUNCTIONS

- Per ordinance, policy and guidelines, assists with the scheduling of Township owned and/or managed parks, recreation sites and athletic facilities
- Ensures compliance with all applicable laws, standards, policies and procedures--verifies adherence to established safety procedures, and monitors work environment
- Coordinates and assists in developing and administering new/existing programs and activities- especially marketing material such as flyers, posters, news releases, social media posts, etc.
- Assists in evaluations of programs to review that they meet the needs of the community. Oversees assigned special events
- Facilitates the Township's Clean Communities program, including grants and reports
- Monitors the Department's inventory of equipment and supplies; ensures availability of adequate equipment and supplies to conduct work activities; initiates new orders of said equipment and supplies
- Aids with the bidding and solicitation of concession specifications and service agreements. Monitors performance of concession operators and ensures payments are processed
- Provides administrative support to the Director of Parks and Recreation in the preparation of annual divisional operating and capital budgets
- Supports in the development and implementation of facility policies and procedures. Assists in the review, design and implementation of the pool personnel manual and aquatic facility emergency management procedures

- Assists with evaluating assigned management, lifeguards and pool attendants. Processes employee concerns and problems. Recruits and trains employees and volunteers. Conducts interviews and makes hiring recommendations; provides general administrative support
- Prepares and completes various forms, reports, correspondence, training reports/records, purchase orders, budget documents, statistical data, aquatic records, surveys, class registration forms, progress reports, pool logs etc.
- Monitors swim pool facility safety practices and when needed, provides appropriate safety equipment at each facility

Assists with the following:

- orientation, training, supervising, evaluation and testing of aquatic staff
- development of a complete program course offerings, including standard aquatic program offerings, special events, and innovative and cutting-edge classes
- coordination, management and customer satisfaction for all programs including overseeing the teaching, coaching, instructing of aquatics programs
- scheduling and conducting in-service training programs for aquatic staff. Teach training sessions as needed

QUALIFICATIONS

1. Education and Experience
 - A. High School Diploma with the ability to read, write and speak the English language, **and**
 - B. Three (3) or more years of experience performing the above or related duties, **or**
 - C. An equivalent combination of education and experience. Bachelor's Degree in Recreation, Sports/Leisure Administration, or related fields preferred.
2. Knowledge Skills and Abilities:
 - a. Knowledge of common swim pool management practices and procedures; state and federal regulations governing facility and pool operations
 - b. Government purchasing and financial processes
 - c. Excellent communications and organizational skills required
3. Special Qualifications
 - a. Certified Parks and Recreation Professional (CPRP) preferred
 - b. Must be a Certified Pool Operator (CPO), or a certified Aquatic Facility Operator (AFO), or equivalent, or the ability to obtain within sixty (60) days of employment
 - c. Must possess Lifeguard/CPR/AED certification, or obtain within sixty (60) days
 - d. Shall possess American Red Cross Lifeguard Instructor certification, or obtain within one hundred twenty (120) days
 - e. Ideal applicant is self-motivated and enjoys working with teen and young adult staff
4. Job Requirements
 - a. Formal understanding of aquatic management/supervision, chemical and filtration operations, and prefer previous aquatic supervision experience
 - b. Must possess a valid driver's license
 - c. Capacity to resolve conflicts between patrons, program participants and employees
 - d. Ability to make sound and rational decisions including exercising independent judgement, within parameters
 - e. Must remain current on all required licenses, certifications and in-service requirements
 - f. Evening and/or weekend hours a must

- g. Physical: Sitting, walking and standing for extended periods of time. Lifting and carrying objects weighing up to 50 pounds

SALARY RANGE \$48,000 to \$55,000

Anyone who feels they possess the necessary qualifications and skills to fill this position should submit a resume and copies of certifications to the Administrator's Office, resume@morristwp.com

Timothy F. Quinn
Township Administrator