

Director of Recreation/Senior Services

The Borough of Metuchen is seeking a highly motivated individual with excellent communication skills including being skilled in social media platforms and Microsoft Office. Director to coordinate and oversee all recreation and senior activities for the Borough of Metuchen including budget development and management of staff. The position is full time and the primary job responsibilities will be to plan, formulate and implement comprehensive programs and activities for all age groups in cultural arts, recreation, special events and senior services. Develops and manages all summer camp programming including personnel and budget. Will serve as primary contact for all pool operations and oversee communication and interface with pool commission and management of facility and staff.

The candidate will supervise a program coordinator who will assist with all implementation and scheduling of borough recreational and senior programming. They will develop content, marketing and publicity for both recreational and senior programming. The position will require attendance at several evening commission meetings, and they will be the liaison to the Metuchen Arts Council, Pool Commission, and collaborate with the MDA on all community events. The position requires a bachelor's degree in business administration, marketing, management or a related field and at least 5 years of experience as a recreation or senior programs manager, assistant director or director. This position will require occasional work at nights and weekends.

Salary commensurate with qualifications.

Please submit resume and cover letter to mperilstein@metuchen.com and ensure that the subject line has Director of Recreation/Senior Services. Metuchen is an Equal Opportunity Employer.

Posting from February 3, 2022, until February 28, 2022.