

RECREATION AND SENIOR SERVICES DIRECTOR

Metuchen is a Borough of 2.85 square miles, located in Middlesex County, with a population of approximately 15,000 people. Metuchen has a vibrant downtown district which includes a popular Northeast Corridor train stop to NYC.

The Borough of Metuchen is seeking a highly motivated individual with excellent communication and organizational skills, including experience with social media platforms and Microsoft Office. The Director of Recreation and Senior Services coordinates and oversees all recreation and senior activities for the Borough including program and 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, and develop and manage all summer camp programming including personnel and budget. The Director will serve as primary contact for all pool operations and oversee communications and management of facility and staff. They will also supervise a program coordinator who will assist with all implementation and scheduling of Borough recreational and senior programming. The Director will develop content, marketing, and publicity for both recreational and senior programming. The position will require attendance at several evening commission meetings as the Director will be the liaison to the Arts Council, Recreation Commission, and Pool Commission, and will collaborate with the Metuchen Downtown Alliance on 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 working occasional nights and weekends.

Salary commensurate with qualifications.

Please email resume and cover letter to mperilstein@metuchen.com with the subject line 'Director of Recreation and Senior Services.' Metuchen is an Equal Opportunity Employer.