

Program Coordinator for Recreation/Senior Services

Metuchen is seeking a Full time Program Coordinator for Recreation and Senior Services Department. The position will report to the Director of Recreation/Senior Services. The primary job functions will be manage registrations, print financial reports from Edmunds system, coordinate and schedule activities for the plaza, senior mini-bus, senior and recreational programs. Maintain all field schedules throughout the borough inclusive of coordinating with schools on facility and field utilization.

Work with Rotunda Gallery Director in Borough Hall and serve as primary contact for Main Street banner schedule and placement.

The position requires a bachelor's degree in Recreation, Business Administration, Communications or a related field, knowledge and prior experience coordinating and scheduling community events. Knowledge of Microsoft programs and being skilled in a variety of social media platforms as well as excellent organizational and communication skills. 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 please ensure the subject line includes Program Coordinator. Metuchen is an Equal Opportunity Employer.

Posting: February 3, 2022, until February 18, 2022.