

Director of Youth Summer Recreation Program

Your cover letter should include the position for which you are applying; there is no additional application form. The deadline for applications is March 8, 2010. Kindly mail or drop off your resume, reference contact information and copies of required documents to:

Kathy Lange, Director of Parks and Recreation

Haddon Heights Borough Hall

625 Station Ave

Haddon Heights, NJ 08035

Deadline is March 8, 2010

The Director of the Youth Summer Recreation Program will plan, execute, direct and oversee the Borough's summer recreation program for youth entering Kindergarten to Grade 5. The Director will plan the activities for the summer program utilizing weekly thematic sessions and specific daily schedules. The Director shall compile a list of all needed supplies and devise a budget using materials obtainable at the most reasonable rate. The Director shall assist in the interview process for assistant director and counselors. The Director shall devise and implement all required safety and medical procedures and insure code compliance. The Director will have the overall responsibility for supervision during program functions including participant security, site inspection, inventory of program supplies and maintenance of required records. Work Hours on the day of the program will be 30 minutes prior to program start and 30 minutes after the close of activities and departure of last participant and minor staff. 2010 program schedule is projected to be 5 weeks; June 29 through July 29th-, Tuesday Wednesday and Thursday, 8:30 to 11:30 am... It is expected that planning and assembling program materials will start earlier.

Qualifications:

The Director of the Youth Summer Recreation Program must be a college graduate possessing a state certification in teaching or guidance. A state licensed day care provider may be considered. Applicant must possess a State of New Jersey Department of Education letter of approval for criminal history record processing. Evidence of TB testing may be required. Experience in related school or community programs required; Previous leadership experience in similar programs a plus. Contact information for two professional and one personal reference must be supplied.

Salary: \$2,000 Payable in 4 installments: July 1, July 15, July 29 and Aug 5