

Warren Township (Somerset County) Recreation Department



Warren Township
Recreation Commission



Job Description

Summer Recreation Assistant (Office Help)

Term of Employment:

March- August

Salary: \$10-\$15 hr

Flexible hours: 20-25 hr week

General Description:

Recreation Assistant will help Recreation Director with summer operations including; but not limited to, promotions, office work, summer camps and playground program, concerts, movie nights and more.

Duties and Responsibilities:

1. Assist the Recreation Director and Playground Director in developing various recreational activities for Warren Township area residents.
2. Work with Recreation Director in developing promotional material for Warren Township recreation events. IE: program guides, newsletters, event flyers, advertisements, social media etc.
3. Assist the Playground Program Director in developing and running the playground program activities including; but not limited to, advertising, booking trips, ordering and registrations.
4. Help with some aspect of special events.
5. Other duties as assigned.

Qualifications (education, knowledge, skills and abilities):

1. High School graduate minimum; Excellent computer skills, detail oriented, self starter
2. Ability to prepare accurate records, employee work hours, camp attendance.
3. Ability to demonstrate flexibility in work habits to meet ever-changing schedule requirements.
4. Ability to demonstrate physical fitness to include frequent light to occasional heavy lifting (up to 50 lbs.), standing and walking for long periods of time, reaching, bending, pushing and pulling.
5. Successful completion of NJ State Police Criminal Background Check and Child Abuse Clearance.

Additional Desired Qualifications:

Working Conditions:

Evening and weekend hours will be required when needed. 20-25 hours a week is required, however, working hours may vary depending on week.

Resume and references required

Send to Recreation at Warren Township Recreation Director, 46 Mountain Blvd. Warren, NJ 07059 or email to recreation@warrennj.org Also visit www.warrennj.org under "employment" for an application and send to email.