

**Borough of Little Ferry
Job Description**

Job title:

Summer Recreation Director

Return completed application to:

Borough Administrator
Borough of Little Ferry
215 – 215 Liberty St
Little Ferry, NJ 07643

General statement:

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required. This position is non-union and subject to the dually adopted personnel policies covering white collar employees within the Borough. The Borough is an Equal Opportunity Employer.

General job summary:

Under the general direction of the Borough Councilperson who supervises Recreation, the Summer Recreation Director is responsible for managing the day-to-day operations of the Summer Recreation Program. Hiring is completed by the Borough Council; the Director can recommend disciplinary action (up to and including termination) of counselors or the Assistant Director to the Borough Administrator.

The program participants are children enrolled in 1st grade - 8th grade.

Supervision:

Direct report to the Councilperson who supervises Recreation
Secondary report to the Borough Administrator

Essential functions:

- Daily management of the Program
- Development of activities and curriculum
- Scheduling of trips
- Ensuring safety and well being of participants and counselors
- Personnel supervision

Minimum job requirements:

Education:

Minimum: Bachelor degree in teaching or recreation

Preferred: Master degree in teaching or recreation; Certified under National Recreation and Parks Association

Experience:

Will vary; open ended

Computer skills, knowledge and ability:

None required

Language:

Ability to read, write and speak English

Preferred: Bi-lingual in Spanish or Korean

Certifications required:

None

Preferred: National Recreation and Parks Association; CPR and First Aid

Physical demands & work environment:

Physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. Employee frequently is required to sit, stand, walk, use hands and fingers to handle or feel objects and files; reach with hands and arms; climb or balance; stoop, kneel, or crouch.

Employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, and depth perception, the ability to adjust focus.

Work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees generally work indoors and outdoors depending on weather.

Position can entail "active play" with participants.

Their work environment indoors is usually in a temperature-controlled, ergonomically equipped office environment.

Persons with mental or physical disabilities are eligible as long as they can perform the essential duties of the position after reasonable accommodation is made to their known limitations. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

Fair Labor Standards (FLSA) Exemption Test:

This position is exempt from overtime (will not receive) as it is seasonal and meets, at a minimum, one of the tests as per FOH § 25j12.

STANDARD EMPLOYMENT APPLICATION FORM

Borough of Little Ferry

THIS APPLICATION IS FOR THE SUMMER RECREATION DIRECTOR. YOU MUST BE 18 YEARS OF AGE OR OLDER TO BE ELIGIBLE FOR THIS POSITION. IT IS ANTICIPATED THAT THE POSITION WILL BEGIN IMMEDIATELY AND CONTINUE INTO AUGUST.

Michael Capabianco
Borough Administrator

Joseph G. Monaghan, Esq.
Borough Attorney

Revised: August 2007; February 2012

Borough of Little Ferry

Application for Employment

PLEASE PRINT

Position(s) Applied For _____ Date of Application ____/____/____

Name _____
Last First Middle

Address _____
Street City State Zip Code

Telephone (____) _____ - _____ Cell (____) _____ - _____

If you are under 18, can you furnish a work permit? YES NO
(Must be on file prior to first day of work)

Have you ever been employed in the Borough before? YES NO

Are you legally eligible for employment in this country? YES NO
(Proof of U.S. citizenship or immigration status will be required upon employment)

Date available for work ____/____/____

Type of employment desired Full Time Part-Time Temporary Seasonal Educational Co-op

Salary/hourly rate that you are seeking: _____

Are you able to meet the attendance requirements of the position? YES NO

Have you been convicted of a felony in the last seven (7) years? YES NO
(Such conviction may be relevant if job related, but does not bar you from employment)

If yes, please explain:

Driver's license number (if required by job) _____
State _____

Employment History

List your last four (4) employers, assignments or volunteer activities, starting with the most recent, including military experience.

From: _____ To: _____ Employer: _____ Telephone (____) _____

Job Title: _____ Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____ Hourly Rate/Salary
Start \$ _____ per _____ Final \$ _____ per _____

From: _____ To: _____ Employer: _____ Telephone (____) _____

Job Title: _____ Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____ Hourly Rate/Salary
Start \$ _____ per _____ Final \$ _____ per _____

From: _____ To: _____ Employer: _____ Telephone (____) _____

Job Title: _____ Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____ Hourly Rate/Salary
Start \$ _____ per _____ Final \$ _____ per _____

From: _____ To: _____ Employer: _____ Telephone (____) _____

Job Title: _____ Address: _____

Immediate Supervisor and Title: _____

Summarize the nature of work performed and job responsibilities: _____

Reason for leaving: _____ Hourly Rate/Salary
Start \$ _____ per _____ Final \$ _____ per _____

Skills and Qualifications

Summarize special skills and qualifications acquired from prior employment or other experiences that may qualify you for work with the Borough:

Educational Background

Name and Location			Years Attended	Graduated Yes/No	Course of Study
High School					
College	Major	Degree			
Other					

References

Name/Address	Telephone	Years Known
	Area Code () -	
	Area Code () -	
	Area Code () -	

It is understood and agreed upon that any misrepresentation by me in this application will be sufficient cause for cancellation of this application and/or separation from the employer's service if I have been employed. Furthermore, I understand that just as I am free to resign at any time, the employer reserves the right to terminate my employment at any time, with or without cause and without prior notice. I understand that no representative of the employer has the authority to make any assurances to the contrary.

I give the employer the right to investigate all references and to secure additional information about me, if job related. I hereby release from liability the employer and its representatives for seeking such information and all other persons, corporations or organizations for furnishing such information.

Signature: _____ Date: _____ / _____ / _____