



**Human Resources**  
400 Witherspoon Street  
Princeton, NJ 08540  
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## NOTICE OF VACANCY

Department: Recreation

Salary Range: \$42,000 - \$46,000

Position: Program Supervisor

Post Date: April 20, 2017

Hours: Monday-Friday, 9 am-5 pm  
plus some weekend and evening responsibilities

Application Deadline: May 14, 2017

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Description: The Princeton Recreation Department is seeking a full-time Recreation Program Supervisor to plan, organize and implement a variety of community-based recreation and aquatic programs for youth, adult and seniors. The Program Supervisor, under the direction of the Executive Director of Recreation, will have a varied set of responsibilities including supervising youth/adult/ senior activities/events, supervising seasonal aquatic programs and facilities, recruiting, hiring, and evaluating seasonal staff, serving as liaison to community-based organizations and developing new programming for the community. Additional responsibilities include purchasing, facility scheduling, coordinating special events, working with web-based registration software, and assisting with departmental projects, initiatives and community outreach.

Preferred Certifications/Experience: Minimum of two (2) years of experience in the field(s) of municipal/county/state recreation and/or park management; Aquatic programming and management preferred; Online registration systems/software experience preferred; Relevant certifications/licenses preferred but not required, such as Certified Pool Operator (CPO), state or national certifications, CPR, 1<sup>st</sup> Aid, Aquatic Facility Operator (AFO).

Requirements: Bachelor's Degree: preferably in Community Recreation, Recreation Management, or associated field; Must have a valid NJ driver's license; Must satisfy employer paid physical, drug screen and criminal background check; NJ residency required by State Statute. R.S.52:14-7.

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Submit application, cover letter, and resume AS ATTACHMENTS to: [humanresources@princetonnj.gov](mailto:humanresources@princetonnj.gov)  
Application available online at: <http://www.princetonnj.gov/employment.html> **EOE – M/F/D/V**

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Human Resources Office  
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Corner House Bulletin Board  
SOC – River Road Facility  
Public Works Garage – John Street  
Website

Witherspoon Hall Employee Bulletin Board  
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Recreation Department Bulletin Board  
Spring Street Garage – Parking Operations  
Public Works Garage – Harrison Street  
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