

BOROUGH OF FANWOOD

Recreation Director (Part-Time)

Department: Recreation

Position Type: Part-Time; flexible schedule including evenings and weekends as needed

Salary: \$25,000 – \$50,000 (commensurate with experience)

Application Deadline: Open until filled

About the Position

The Borough of Fanwood is seeking an enthusiastic, organized, and community-focused **Recreation Director** to oversee and enhance the Borough's recreation programs, activities, and services.

This is an exciting opportunity to lead a well-established recreation program and make a meaningful impact in the community. The successful candidate will build relationships with residents, develop engaging programs for all ages, coordinate special events, and provide leadership to recreation staff and seasonal employees.

The current Recreation Director is retiring after 19 years of dedicated service, creating an opportunity for a motivated professional to continue and build upon a strong tradition of community recreation.

Essential Responsibilities

The Recreation Director will:

- Plan, coordinate, and oversee year-round recreation programs, including summer camp, seasonal activities, park programming, and community events.
- Recruit, train, schedule, and supervise recreation staff, seasonal employees, and program personnel.
- Develop and manage the recreation budget, monitor expenditures, and support responsible use of department resources.
- Coordinate scheduling and use of parks, athletic fields, courts, and recreation facilities.
- Work with Public Works staff to coordinate facility maintenance, field preparation, and event setup needs.
- Prepare reports, correspondence, press releases, flyers, and promotional materials; maintain accurate program records, registrations, and department files.

- Develop partnerships with local schools, sponsors, community organizations, and other stakeholders.
- Serve as the welcoming and organized representative of the Recreation Department for residents and community members.
- Maintain and update the Recreation Department website and related informational resources.
- Oversee program registration systems, fee collection, and scholarship or fee-waiver programs as applicable.
- Respond professionally and promptly to resident questions, concerns, and feedback regarding recreation programs and facilities.
- Attend Recreation Commission, Borough Council, and committee meetings as required; provide updates, recommendations, and program information.
- Participate in evening and weekend events as needed to support recreation programming.

Preferred Qualifications

- Experience in recreation programming, community programming, event planning, or municipal administration.
- Bachelor's degree in Recreation, Parks and Recreation Management, Public Administration, or a related field preferred.
- Certified Park and Recreation Professional (CPRP) certification or New Jersey Recreation Supervisor certification preferred, but not required.
- Strong leadership, communication, organizational, and interpersonal skills.
- Ability to work independently while managing multiple priorities and community needs.

How to Apply

Interested candidates should submit a resume and cover letter to:

Jesse Moehlman, Borough Administrator

jmoehlman@fanwoodnj.org

The position will remain open until filled.

The Borough of Fanwood is an Equal Opportunity Employer.