

Job Title: Part-Time Recreation Assistant

Location: Borough of Matawan, New Jersey

Job Description:

We are seeking a passionate and dedicated Part-Time Recreation Assistant to join our team. This position reports to the Director of Community Development and will be responsible for administrative office duties, as well as helping to implement engaging and enjoyable recreational activities for our community.

Responsibilities:

1. **Administrative Tasks:** Assist with administrative tasks such as filing, creating documents and spreadsheets for department. Should possess the ability to discuss and answer inquiries about recreation programs and handle registration for various programs, etc.
2. **Assist and Help Organize Recreational Activities:** Assist the Director of Community Engagement with implementation of a variety of recreational programs and activities for various age groups, ensuring they are safe, inclusive, and enjoyable.
3. **Assist with Facility Management:** Support the management of recreational facilities, including equipment setup, maintenance, and cleanliness, to ensure a safe and welcoming environment.
4. **Customer Service:** Provide excellent customer service to all participants and vendors, addressing their needs, inquiries, and feedback in a professional and friendly manner.
5. **Safety and Compliance:** With the guidance of the Director of Community Engagement, help ensure all activities and facilities adhere to safety regulations and guidelines, taking necessary precautions to prevent accidents and injuries.
6. **Team Collaboration:** Work collaboratively with Borough staff, Elected Officials, and volunteers to coordinate schedules, share ideas, and support overall departmental goals.

Qualifications:

- Proven experience as an administrative assistant or experience in a similar role. Must be computer savvy and have thorough knowledge of Microsoft programs (proficient in Outlook, Word, and Excel). Must be comfortable using various computer programs, as well.
- Excellent communication and interpersonal skills.
- Excellent organizational and multitasking abilities.
- Ability to work independently and as part of a team.
- Flexibility to work evenings, weekends, and holidays as needed.

Benefits:

- Hourly Wage: \$15 to \$25, commensurate with experience and qualifications
- Opportunity to make a positive impact on the community through recreational programs.
- Collaborative and supportive work environment, with opportunities for professional development and career growth.
- Flexible work schedule.

If you are passionate about promoting health, wellness, and community engagement through recreational activities, we encourage you to apply for this rewarding Part-Time Recreation Assistant position at the Borough of Matawan. Interested candidates are encouraged to submit a cover letter, resume, and professional references to Ryan Michelson, Borough Administrator, Matawan Borough, 201 Broad Street Matawan, New Jersey 07747, or e-mail: ryan.michelson@matawanborough.com no later than 10:00 AM, August 23, 2024. The Borough reserves the right to conduct interviews prior to August 23, 2024, as qualified candidates are identified. All Application materials are deemed confidential to the extent permitted by applicable law. The Borough of Matawan is an Equal Opportunity Employer.