

City of Burlington  
Department of Administration



JOB OPENING  
**Recreation Leader**

**Title: Recreation Leader**  
**Posting Date: Until Position is Filled**

**Title Code: 02993**  
**Position: Full-Time**

SALARY RANGE: \$38,238 - \$59,157 (*Salary is commensurate with qualifications and experience*)

FULL TIME POSITION IN THE PUBLIC AFFAIRS DEPARTMENT - Under supervision, leads, organizes and oversees recreational programs and activities for an assigned group; assists with activity and event planning, implementation and evaluation of programs; does other related work as required.

**NOTE:** *The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.*

**EXAMPLES OF WORK:** Leads, oversees and participates in recreational program activities in a recreation center or other facility. Ensures program guidelines and safety practices are followed; immediately responds to potentially hazardous situations to avoid accidents or injury; reports all accidents to supervisor. Instructs individuals and groups in area of specialty (e.g. arts & crafts, boxing, drama, senior citizen activities, sports, social recreation, etc.). Assists with curriculum planning and developing specific activities; implements program plans and makes recommendations for new activities. Demonstrates and explains the concepts, techniques, procedures, rules and regulations used in the recreation program. Assists in directing tournaments, socials, dances, seminars and other special events. Oversees assigned functional areas of the center such as the gymnasium, auditorium, athletic field, game room or handicrafts. May perform field preparation duties for sports and other programs (e.g. baseball, softball, football, etc.) Maintains inventory of supplies and equipment; ensures the proper use of equipment. Prepares and maintains records and reports of plans, program activities, and attendance.

**REQUIREMENTS:** Appointees will be required to possess a driver's license valid in New Jersey if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

**KNOWLEDGE AND ABILITIES:** Knowledge of safety practices and procedures as they relate to various recreational activities. Ability to plan and conduct effective instructional tasks. Ability to promote and organize recreation programs. Ability to instruct, lead and motivate participants. Ability to effectively organize program activities. Ability to identify potentially dangerous or hazardous situations. Ability to maintain discipline and enforce safety policies and procedures. Ability to establish and maintain good working relationships with participants, associates and the public.

This is a non-competitive position. For a copy of the complete NJ Civil Service job specification please visit: <https://info.csc.nj.gov/jobspec/02993.htm>. If interested, please submit your resume to Zoraida Pagan at [Zpagan@burlingtonnj.us](mailto:Zpagan@burlingtonnj.us) with subject line: Recreation Leader-02993.