

ORDINANCE 2014-22

**AN ORDINANCE OF THE TOWNSHIP OF BARNEGAT,
COUNTY OF OCEAN, STATE OF NEW JERSEY
ESTABLISHING THE POSITION OF PROGRAMS
AND SPECIAL EVENTS COORDINATOR FOR THE
RECREATION DEPARTMENT**

BE IT ORDAINED BY the Township Committee of the Township of Barnegat, County of Ocean, State of New Jersey, this 21st day of July, 2014, as follows:

SECTION 1. 12A-5.1 The title of Programs and Special Events Coordinator shall be added to this section;

SECTION 2. Chapter 12A-5.1 The Programs and Special Events Coordinator shall be a 40 hour per week, full time position and will include the following qualifications and duties;

Requirements: Appointees will be required to possess a driver's license valid in New Jersey.

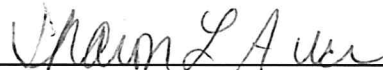
Knowledge and Abilities:

- 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 maintain good working relationships with participants, associates and the public
- Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the recreation office
- Ability to read, write, understand and communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication

Examples of Work:

- Helps promote recreation programs of all types
- Helps organize and lead groups and individuals in various activities
- Helps participants to attain greater skills in and enjoyment from recreation activities
- May assist in planning and initiating a comprehensive recreation programs for all ages and both sexes
- May demonstrate and explain techniques, procedures, materials, equipment and supplies used in the recreation program
- Reports to Recreation Director orally or in writing on groups and individuals
- Maintains records

NOTICE IS HEREBY GIVEN that the foregoing ordinance was introduced on first reading at a regular meeting of the Barnegat Township Committee held on the 18th day of August, 2014, and will be considered for second reading and final adoption at a regular meeting of said Committee to be held on the 20th day of October, 2014, at 900 West Bay Avenue, Barnegat, New Jersey at which time and place any person wishing to be heard on the subject shall be given an opportunity to be so heard.



Sharon L. Auer
Acting Municipal Clerk