



# Borough of Longport

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## POSITION OPENING:

Class Title: Recreation Supervisor

Salary Range: \$20 to \$25 per hour

Effective Date: Approximate Dates: Memorial Day to Labor Day

Date Ending: July 19, 2023

- Processing requests for facility-use throughout the Borough (collecting paperwork and notifying appropriate departments)
- Hiring beach taggers, tennis attendants and transport drivers
- Ordering uniforms for the aforementioned
- Scheduling of recreation employees
- Complete payroll for employees of the recreation department
- Ensure the tennis courts are scheduled appropriately and running smoothly
- Oversee the beach taggers' daily routine
- Process requests to be added to the Borough's Tennis Membership Program
- Process requests to be added to the Borough's Transport Program
- Check and respond to emails
- Complete various reports detailing the revenue made from beach tags

Necessary skills: Excellent communication skills, effective problem solver, interaction with the public, strong, confident leader, organized, strong computer skills

**Please submit letter of interest and resume to Scott Porter, Administrator by email or mail.**

**administrator@longport-nj.us**