

Job Advertisement

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DIRECTOR OF COMMUNITY SERVICE PROGRAMS – BOROUGH OF TENAFLY, Bergen County, seeks candidates for full time position of Director of Community Service Programs (e.g. recreation, youth and senior services). Preferred candidates shall possess a bachelor's degree in recreation management, public administration, or related field, and have a minimum of 3 years experience as a director, assistant director, or supervisor of recreation or similar programs for a comparable employer. Applicant must possess strong interpersonal, organizational, and supervisory skills and excellent written and oral communication, and computer skills. Successful candidate will manage, plan, organize, oversee, coordinate, and evaluate all department programs. Evening and weekend hours will be required to facilitate meetings and/or supervise programs. Compensation will be negotiable and will be dependent upon qualifications and experience. Candidates who wish to be considered for this position must send 2 copies of the following submissions by March 5, 2010: Cover letter (addressing the above criteria), Resume, Compensation history for past 5 years, detailed and specific compensation requirements to accept the position and at least 5 professional references to Borough Clerk-DCSP, Borough of Tenafly, 100 Riveredge Road, Tenafly, NJ 07670. EOE