

Township of Ocean Recreation Office
Summer Recreation On-Site Coordinator
Job Description

Qualifications

- Education in Recreation, Physical Education, or Elementary Education
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.
- Compliance with pre-employment drug screening and fingerprinting (if applicable) required.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial recreation program through the supervision of counselors, Leadership Training Interns (LTI), and direct contact with participants. Special emphasis is given to direct relations with participants and staff during positive interactions and disciplinary interactions.

Essential Responsibilities

- Accountable for safety and well being of program participants and staff during program hours.
- Supervise daily on and off site activities
- Assure counseling staff is providing a variety of recreational activities in a safe setting.
- Plan and implement activities for participants.
- Intervene in disciplinary situations.
- Assure participants are accounted for and dismissed properly daily.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Morning - 8:00 am- 4:00 pm
Mid Day - 8:30 am – 4:30 pm
Afternoon - 9:00 am- 5:00 pm
- **Staff Orientation:** *Wednesday, June 24, 9:00 am – 12:00 pm*
Thursday, June 25, 9:00 am – 12:00 pm (West Park Rec.)
- **Supervisor Orientation:** *Tuesday, May 27, 7:00 – 9:00pm (Oakhurst Mtg. Room)*
Wednesday, May 28, 7:00 – 9:00pm (Oakhurst Mtg. Room)
Supervisors must be present on all dates of orientation.

Township of Ocean Recreation Office

Summer Recreation Supervisor

Job Description

Qualifications

- Education in Recreation, Physical Education, or Elementary Education
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.
- Compliance with pre-employment drug screening and fingerprinting (if applicable) required.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial recreation program through the supervision of counselors, Leadership Training Interns (LTI), and direct contact with participants. Special emphasis is given to direct relations with participants and staff during positive interactions and disciplinary interactions.

Essential Responsibilities

- Accountable for safety and well being of program participants and staff during program hours.
- Supervise daily on and off site activities
- Assure counseling staff is providing a variety of recreational activities in a safe setting.
- Plan and implement activities for participants.
- Intervene in disciplinary situations.
- Assure participants are accounted for and dismissed properly daily.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Morning ½ Day - 8:00 am- 12:30 pm - 4.5 hours per day – No Break
Full Day - 9:00 am – 4:00 pm - 7 hours per day - hour break
Afternoon ½ Day - 12:30 pm- 5:00 pm - 4.5 hours per day - No Break
- **Staff Orientation:** *Thursday, June 25, 9:00 am – 12:00 pm (Changed for school schedule)*
Friday, June 26, 9:00 am – 12:00 pm (West Park Rec.)
- **Supervisor Orientation:** *Wednesday, May 27, 7:00 – 9:00pm (Oakhurst Mtg. Room)*
Thursday, May 28, 7:00 – 9:00pm (Oakhurst Mtg. Room)
Supervisors must be present on all dates of orientation.

Summer Recreation **Door Monitor**

Qualifications

- Must be available for essential dates and times the program is in session.
- Must be available for staff orientation.
- CPR & First Aid certification preferred.
- Degree in Elementary Education, Recreation, or Physical Education preferred
- Compliance with pre-employment drug screening and fingerprinting required.

Responsibilities

- Work with the Program Coordinator to monitor entry door and insure that only approved persons enter the building.
- Accountable for safety and well being of program participants during program hours.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or a representative of the Department of Human Services.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Morning ½ Day - 8:00 am- 12:30 pm - 4.5 hours per day - 30 min. break
Afternoon ½ Day - 12:30 pm- 5:00 pm - 4.5 hours per day - 30 min. break
- **Staff Orientation:** *Thursday, June 25, 9:00 am – 12:00 pm (Changed for school schedule)*
Friday, June 26, 9:00 am – 12:00 pm (West Park Rec.)
Staff must be present on all dates of orientation.

Township of Ocean Recreation Office
Summer Recreation Crafts Specialist
Job Description

Qualifications

- Ability to lead youth and direct support staff through daily craft activities
- Experience in supervising youth.
- Must be available for essential dates and times the program is in session and for orientation.
- CPR & First Aid certification preferred.

General Description of Responsibilities

Work with the Program Coordinator to provide a safe and beneficial craft program. The position will include direct supervision of participants and staff.

Essential Responsibilities

- Plan and implement daily craft activities.
- Prepare the site for the daily activity. Set up daily materials.
- Clean and clear the site at the end of the activity.
- Maintain inventory of necessary materials.
- Will be responsible for presenting certain aspects of staff orientation and parent orientation.
- Supervise a craft counselor and counselor in training as assigned by the Program Coordinator.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Staff shirts and name tags are provided and are to be worn on a daily basis.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Morning ½ Day - 8:00 am- 12:30 pm - 4.5 hours per day - 30 min. break
Full Day - 9:00 am – 4:00 pm - 7 hours per day - hour break
Afternoon ½ Day - 12:30 pm- 5:00 pm - 4.5 hours per day - 30 min. break
- **Staff Orientation:** *Thursday, June 25, 9:00 am – 12:00 pm (Changed for school schedule)*
Friday, June 26, 9:00 am – 12:00 pm (West Park Rec.)
Staff must be present on all dates of orientation.

Township of Ocean Recreation Office

Summer Recreation Bus Driver

Job Description

Qualifications

- Must possess a valid Commercial Drivers License and all required endorsements.
- Drivers must submit -
 - Proof of physical fitness within 12 months for drivers over 70 and within 6 months for drivers over 75. (S2848)
 - Proof of safety training, within 6 months, prior to start of program. (A4345)
- Experience in working with children preferred.
- Must be available for essential dates/times the program meets and for pre-season meeting(s).
- CPR & First Aid certification preferred.
- Drivers may be required to sign and submit a Release Form so bus company providing buses may, if necessary, obtain the following: physical, fingerprints, and last drug test. Copy of CDL required with completed employment paperwork.

General Description of Responsibilities

Transport registered participants to and from the Morning Recreation program in vehicle provided. Transport participants and staff to and from offsite activities during program hours.

Essential Responsibilities

- Assure safe transportation for participants and staff.
- Establish routes for pick up and drop off of registered participants and staff.
- Maintain cleanliness of vehicle provided.
- Complete vehicle checklist on a daily basis.
- Maintain appropriate fuel level in provided vehicle. Get fuel at Township facility as needed. This process cannot interfere with daily transportation responsibilities and must be planned accordingly. You may fill the gas tank between the outbound and inbound runs.
- Remain with the group at the site to which you transported them until further transportation is needed. **Multiple runs** will be a daily requirement.
- Once last outbound run of the day is complete, remain at the site of your first return trip. Stay with your bus or in the facility.
- Alert the Program Coordinator to any potential safety hazards and document the same.
- Attend to all necessary record keeping as instructed by the Program Coordinator.
- Appropriately, communicate verbally and in writing with other staff, the Program Coordinator, and parents.

Other Responsibilities

- Wear staff shirt as directed by Supervisor or Program Coordinator. Wear program name tag daily.
- Perform miscellaneous duties or tasks as assigned by the Program Coordinator or the Recreation Office.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Full Day - 8:00 am – 5:00 pm - 9 hours per day - 2 hour break
Drivers must be available by phone/radio throughout the day
- **Staff Orientation:** *Thursday, June 25, 9:00 am – 12:00 pm (Changed for school schedule)*
Friday, June 26, 9:00 am – 12:00 pm (West Park Rec.)
Please Call Aaron R. Miller with any questions at (732) 531-2600.

Township of Ocean Recreation Office

Summer Recreation Leadership Training Internship Job Description

General Information and Qualifications

LTI applicants must be at least 13 years of age at the time of staff orientation. LTI's must be available for the essential dates and times the program is in session and for orientation. A limited number of LTI positions are available. Interested persons must submit an application including written parental permission and be interviewed by the Program Coordinator.

Responsibilities

The Program Supervisors will supervise LTIs. LTIs will be expected to adhere to the Counselor Code of Conduct. The code of conduct will be reviewed at orientation and is available for review at any time. LTIs will aid the program counselors in planning and implementing a variety of recreational activities in a safe setting. LTIs will aid in program instruction and will encourage participants during activities. LTIs may be assigned to work with a variety of grade groups throughout the duration of the program. LTIs will participate in on and off site activities. LTIs will be issued staff shirts that must be worn on a daily basis. LTIs will be expected to perform miscellaneous duties as assigned by their supervisor or the Program Coordinator.

Essential Dates for Summer Recreation 2026

- **Program Dates:** *Summer Recreation July 6 – August 14*
S&F A – June 29-July 2 / S&F B - Aug. 17-21
- **Summer Recreation Daily Hours:**
Morning ½ Day - 8:00 am- 12:30 pm - 4.5 hours per day - 30 min. break
Full Day - 9:00 am – 4:00 pm - 7 hours per day - hour break
Afternoon ½ Day - 12:30 pm- 5:00 pm - 4.5 hours per day - 30 min. break
- **Staff Orientation:** *Thursday, June 25, 9:00 am – 12:00 pm (Changed for school schedule)*
Friday, June 26, 9:00 am – 12:00 pm (West Park Rec.)
LTI must be present on both dates of orientation.

Please complete
Leadership Training Internship Application

Township of Ocean Recreation Office
601 Deal Road
Ocean, NJ 07712
(732) 531-2600

Leadership Training Internship Application

Summer Morning Recreation

Name: _____

Address: _____

Telephone: _____

Age: _____

Grade as of September 2026: _____

Do you need any reasonable accommodations to perform the responsibilities of this position?

If yes, please explain: _____

Please list reasons why you would like to be a LTI at the Summer Recreation Program (use reverse side of paper if needed):

References: Please list three people who we may contact, other than relatives, who have knowledge of your specialized skills or who have seen you interact with younger children.

Name

Telephone

Please continue on the reverse side

Parent and applicant please read and sign.

Leadership Training Interns (LTIs) must be at least 13 years of age as of staff orientation. A copy of a birth certificate may be required to verify age.

There are a minimal number of available LTI positions. The Program Coordinator will review completed applications. Selected candidates will then be contacted for an interview.

The Leadership Training Internship is a volunteer position.

Attendance at staff orientation is required.

LTIs are expected to adhere to the Staff Code of Conduct. The Staff Code of Conduct is attached for the applicant and parent to review.

Bus transportation may **or may not** be available to and from the Summer Recreation program for LTIs. If bus service is requested, please discuss it with the Program Coordinator during the interview. If LTI's are granted permission to ride the bus, they will be expected to set a good example for the Summer Recreation Participants.

The Program Supervisors and Coordinator supervise the LTIs. If it is determined that a LTI is not performing as expected, he or she may be dismissed from the LTI program.

Participation in the LTI program does not guarantee a Counselor position the following summer.

LTI participants assume the responsibilities of all reasonable risks that may exist due to participation in Township sponsored programs.

Applicant Signature _____ Date _____

Parent Signature _____ Date _____

Parent please print:

Parent name: _____

In event of emergency during the program I can be reached at:

Home Telephone number _____

Work Telephone number _____

Other Telephone number _____

*If I cannot be reached, please contact
(Include name, telephone number and relationship to the LTI)*



**DEPARTMENT OF HUMAN SERVICES
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY
JOB DESCRIPTION**

JOB TITLE: POOL MANAGER

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Facility Manager will be responsible to oversee operations of Community Pool and Tennis Facility and will work under the direction of and report directly to the Department of Human Services Recreation Director or his/her designee.

QUALIFICATIONS:

1. 18 years of age or older
2. At least two years supervisory experience in aquatics setting given preference.
3. Experience in operating water purification system given preference.
4. Certified Pool Operators given preference.
5. Strong organization, communication and public relations skills.

ESSENTIAL RESPONSIBILITIES:

1. Recruit and select assistant managers, front office, & maintenance staff.
2. Orient, train, supervise, and evaluate staff listed above.
3. Prepare staff weekly schedules, maintain record of staff hours and submit timesheets for payroll.
4. Supervise daily operations the facility.
5. Maintain relationship with our lifeguard shared service agreement
6. Uphold all safety standards at facility, including standards established by New Jersey State Sanitary Code, Chapter IX, Public Recreational Bathing.
7. Administer/oversee daily water testing procedures including readings and record keeping.
8. Monitor daily revenue and assure established procedures are followed.
9. Assure facility is properly maintained, including pools, grounds, front office, locker/rest rooms.
10. Maintain supply inventory for pool facility.
11. Organize family oriented activities and special events.

OTHER REQUIREMENTS:

1. Pre-season hours will begin in February to address staff recruitment, schedule preparation, ordering and other responsibilities as deemed necessary.
2. On-site supervisor as assigned during season; weekends and holidays necessary.
3. Must coordinate work schedule with assistant managers.
4. Pre and post season hours required.
5. Must be able to obtain Certified Pool Operator certification as directed.



**DEPARTMENT OF HUMAN SERVICES
TOWNSHIP OF OCEAN COMMUNITY POOL AND TENNIS FACILITY
JOB DESCRIPTION**

JOB TITLE: ASSISTANT POOL MANAGER

GENERAL DESCRIPTION OF RESPONSIBILITIES:

Facility Manager will be responsible to oversee operations of Community Pool and Tennis Facility and will work under the direction of and report directly to the Department of Human Services Recreation Director or his/her designee.

QUALIFICATIONS:

1. 18 years of age or older
2. supervisory experience is preferred
3. Experience in operating water purification system is preferred
4. Strong organization, communication and public relations skills.

ESSENTIAL RESPONSIBILITIES:

1. Recruit and select assistant managers, front office, & maintenance staff.
2. Assist Manager with the orientation and proper training of front desk and maintenance staff
3. Assist in payroll preparation and scheduling when needed
4. Supervise daily operations the facility.
5. Maintain relationship with our lifeguard shared service agreement
6. Uphold all safety standards at facility, including standards established by New Jersey State Sanitary Code, Chapter IX, Public Recreational Bathing.
7. Daily water testing and record keeping
8. Monitor daily revenue and assure established procedures are followed.
9. Assure facility is properly maintained, including pools, grounds, front office, locker/rest rooms.
10. Maintain supply inventory for pool facility.
11. Organize family oriented activities and special events.

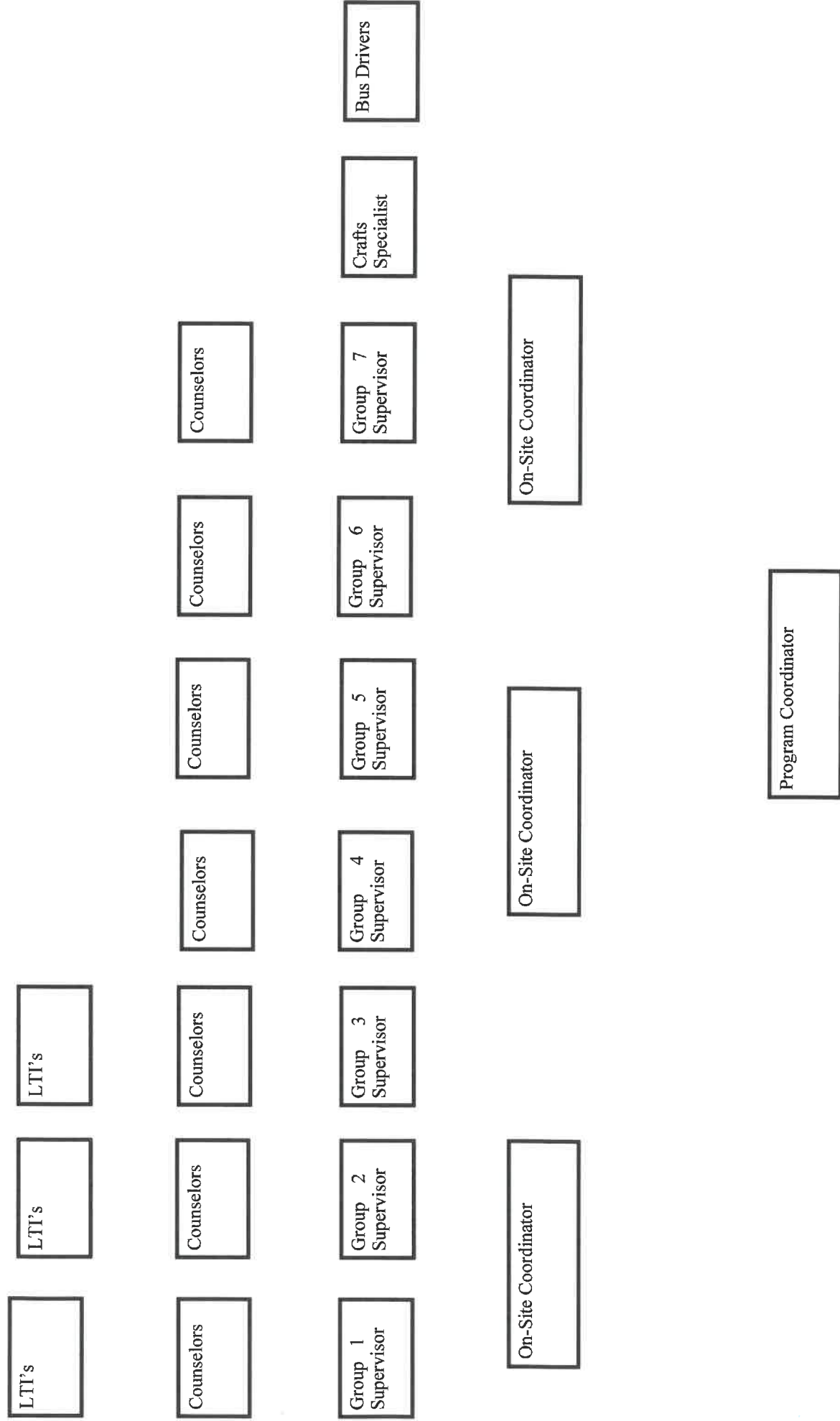
OTHER REQUIREMENTS:

1. On-site supervisor in the absence of the manager Must coordinate work schedule with assistant managers.
2. Pre and post season hours required.

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Summer Recreation Program

Organizational Chart



Ocean Township Pool Organizational Chart

