

# **Position Announcement**

## **Recreation Aide**

### **Borough of Oakland**

#### **Recreation Aide Part/Time – Borough of Oakland**

The Borough of Oakland has an opening for a Part Time Recreation Assistant, 24 hours per week. Reporting to the Borough Administrator, the successful candidate will provide varied administrative support to the volunteer Recreation Commission. Duties include coordination of purchasing, field use and scheduling, administering the background check process for coaches, collecting payments, reporting all online registrations and program publicity. Local government and recreation experience is a plus, but not required. Salary DOQ/E. Position available as of April 1, 2020. Complete the job application at <http://www.oakland-nj.org> and send along with cover letter and resume to Richard Kunze, Borough Administrator, 1 Municipal Plaza, Oakland, NJ 07436 or email to [adminsec@oakland-nj.org](mailto:adminsec@oakland-nj.org). Deadline to apply is Monday, March 9, 2020. EOE.