



City of Linden

Union County, New Jersey

DIVISION of PERSONNEL SERVICES

301 No. Wood Avenue
Linden, New Jersey 07036
(908) 474-5760
Fax: (908) 862-8046

Jessica Sheehy
Personnel Officer

Allan C. Roth, Esq.
Labor Relations Specialist

Memorandum

To: All City Departments, Linden Board of Health and Linden Public Library
From: Jessica Sheehy, Personnel Officer
Date: October 6th, 2021
RE: Job Posting

Please be advised that there is a vacancy for a **Seasonal Recreation Leader** in the Recreation Department. (Job description and requirements attached.) All applicants must have past experience with Special needs population. This position is 4 hours per week on Saturdays, from 11am to 3pm, November thru May 2022. The hourly range is \$18.00- 25.00. Please post this in an area available to all employees. At this time, this position is only open to all City of Linden residence.

Anyone interested in the above-mentioned vacancy, must submit an employment application which can be obtained on line at:

<https://linden-nj.gov/wp-content/uploads/2020/03/Employment-Application-Linden.pdf>

Due to the current COVID-19 pandemic all applications must be completed and returned via email to jobapp@linden-nj.org, no later than 4:30 p.m. Friday, October 22nd, 2021. In addition to electronic submission, applications can be mailed to the City Clerk's Office 301 N. Wood Ave., Linden, NJ 07036. Applications that are mailed must be post marked by the closing date of the job announcement or they will be returned to applicant. Please be advised that all employment applications must be completed at the time of submission. Please include copies of resumes, proof of qualifications or any additional documents you wish to submit with your application.

C: Mayor Derek Armstead
Council President Yamakaitis

MEMBERS OF COUNCIL
Affirmative Action Officer
Bulletin Board

JS/nmr



City of Linden
Union County, New Jersey
Department of Parks and Recreation
605 S. Wood Avenue
Linden, New Jersey 07036

Ralph Dunham
Director

Phone: 908-474-8600
Fax: 908-474-0864

Seasonal Staff Position

TITLE:

Recreation Leader - Special Needs Bowling

REPORTS TO:

Recreation Leader

SUPERVISES:

Special Needs Bowling Participants

FUNCTION:

Under the direct supervision of the Full Time Recreation Leader will be responsible for supervising the Bowling Program. The responsibilities include the following:

RESPONSIBILITIES:

- 1) Reads and understands the Individualized Education Program (IEP) or 504 Plan for all Special Needs Bowling participants if available.
- 2) Keeps all IEP, 504 Plan and participants profile information confidential. Returns all information to the Supervisor at the end of the program.
- 3) Rides on the bus to pick up participants and drop off participants from their homes.
- 4) Provides for the necessary safety, discipline, and welfare of the participants.
- 5) Recognizes and responds to emergency situations.
- 6) Communicates with parents about the behavior, incidents, accidents, strengths, and areas for improvement for Special Needs Bowling participants.
- 7) Assists in keeping of neat accurate records of registration, attendance, discipline, accidents, incidents, timesheets, profile sheets, keeping score and other business necessary to the administration of the Special Needs Bowling Program.
- 8) Assist with hosting the end of season pizza party.



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- 9) Dresses as a professional.
- 10) In the event of an emergency and cannot be at work, notifies the Department of Parks and Recreation at least half hour before work.
- 11) Ensures that all policies of the Department of Parks and Recreation are followed.
- 12) Performs other essential duties as assigned by the Department of Parks and Recreation.

REQUIREMENTS:

- 1) At least one year of college studies, verifiable with an unofficial college transcript.
- 2) Experience working with special needs population.
- 3) At least one of the following:
 - a) Teacher of Students with Disabilities Certificate
 - b) Verifiable experience as a Special Education paraprofessional
 - c) A degree in a field related to Special Education (Speech Pathology, Occupational Therapy, etc.)
- 4) Timely completion of all City and State paperwork required for hiring. Hours that match the scheduling needs of the Bowling Program.
- 5) Must be able to work on Saturday afternoons from November through May and attend an orientation session with the Supervisor.

COMPETENCIES:

- 1) Ability to communicate with Special Needs population.
- 2) Ability to motivate Special Needs participants.
- 3) Ability to discipline Special Needs participants.
- 4) Ability to handle conflicts, appropriately.



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- 5) Ability to organize paperwork.
- 6) Ability to adhere to deadlines.
- 7) Ability to provide accommodations and modifications that are appropriate for Special Needs participants.

EVALUATION:

Performance of this job will be evaluated in accordance with policies set by the City of Linden's Personnel Department. Evaluations will occur at the end of the Bowling Program.

APPLICATION INSTRUCTIONS:

Submit a completed application, résumé, unofficial college transcript, and proof of qualifications as per job requirements to the following location:

Department of Parks and Recreation
605 South Wood Avenue
Linden, NJ 07036
Attn: Bowling Program

We regret that we are unable to respond to each and every résumé received. Only those candidates of interest will be contacted directly for an interview.