



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

BOUND BROOK RECREATION COMMISSION

Job Title: Park Director

Reports To: Recreation Director

Job Overview:

The Park Director is responsible for overseeing and managing the daily operations of the park in the absence of the Recreation Director. This includes supervising staff, ensuring the safety and satisfaction of park visitors, handling administrative tasks, and maintaining the overall security and functionality of the park.

1. Key Responsibilities: Operations & Supervision:

- Direct and oversee all park operations when the Recreation Director is not present.
- Keep the Recreation Director informed of all daily activities and incidents.

2. Staff Management:

- Prepare and manage work schedules for all park employees under supervision.
- Monitor employee performance and address issues as needed, in coordination with the Recreation Director.
- Collect and review timesheets, ensuring all employees sign accordingly.

3. Administrative Duties:

- Perform daily computer tasks, including preparing necessary forms and reports.
- Assist in ordering equipment, medical supplies, and other necessary items.

4. Security & Safety:

- Monitor security cameras hourly and report any issues to the Park Manager.
- Oversee the behavior of park visitors and enforce disciplinary actions when needed.
- Notify law enforcement or emergency personnel in case of incidents and complete incident reports.



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

5. Financial Responsibilities:

- Oversee the handling of money at park entry points, ensuring proper procedures are followed.
- Secure money in the safe at the end of daily operations.
- Conduct hourly gate checks and bring in money exceeding \$100.

6. Guest Relations & Conflict Resolution:

- Address visitor and parent complaints, escalating concerns to the Recreation Director when necessary.

7. Facility Maintenance & Closing Procedures:

- Assist with light maintenance tasks during slow office hours.
- Ensure all tasks on the daily checklist related to the park and pool are completed to standard.
- Assist the Pool Manager with closing procedures, ensuring all doors and gates are locked and secured.

8. Additional Duties:

- Carry out additional assignments as directed by the Recreation Director, including ordering supplies and maintaining equipment.

Qualifications & Skills:

- Strong leadership and supervisory skills.
- Excellent communication and conflict-resolution abilities.
- Proficiency in basic computer tasks, including report preparation.
- Ability to handle money securely and manage financial transactions.
- Knowledge of park safety regulations and emergency response procedures.
- Ability to perform light maintenance tasks as needed.
- Strong attention to detail and organizational skills.



BOROUGH OF BOUND BROOK

230 Hamilton St. • Bound Brook, NJ 08805
(732) 356-0833 • Fax: (732) 356-8990
www.boundbrook-nj.org

Working Conditions:

- Outdoor and indoor work environments.
- Evening, weekend, and holiday shifts may be required.
- Physically active role, requiring walking, standing, and occasional lifting.