

AN ORDINANCE OF THE TOWNSHIP OF WOOLWICH AMENDING ARTICLE XII ENTITLED “PARK DIRECTOR” OF CHAPTER 29 ENTITLED “OFFICERS AND EMPLOYEES, OF THE CODE OF THE TOWNSHIP OF WOOLWICH

2019-04

BE IT ORDAINED BY THE TOWNSHIP COMMITTEE OF THE TOWNSHIP OF WOOLWICH that amendments are needed to Article XII entitled “Park Director” of Chapter 29 entitled “Officers and Employees” of the Woolwich Township Code, the following amendments be and are hereby made:

Chapter 29 Officers and Employee’s

Article XII Recreation Coordinator

29-37 Creation.

There is hereby established the part-time position of Recreation Coordinator who shall be appointed by the Township Committee on an annual basis.

§ 29-38 Compensation.

Compensation for the position of Recreation Coordinator shall be set annually in the Woolwich Township Salary Ordinance.

§ 29-39 Schedule; duties and responsibilities.

A.

The Recreation Coordinator shall work as many hours weekly so as to effectuate the duties set forth herein, subject to the oversight and approval of the Township Administrator.

B.

The job responsibilities shall include, but are not necessarily limited to, the following:

(1)

Work in conjunction with the Parks and Recreation Committee to plan and execute programs.

(2)

Evaluate program effectiveness.

(3)

Attend all Parks and Recreation meetings and other related in-person meetings to effectuate the responsibilities of Recreation Coordinator.

(4) Attend all parks and recreation events and programs in a supporting role to the Parks and Recreation Committee assisting them with meeting their stated objectives.

(5)

Coordinate large recreation committee events with the Woolwich Township Police Department and the Director of Municipal Services.

(6)

Ensure that all approved media pertaining to Parks and Recreation programs and activities is distributed in a timely manner.**(7)**

Ensure compliance of recreation events with local, state and federal legislation, rules and regulations

(8)

Create and present an annual budget to the Woolwich Township Committee and Woolwich Township CFO.

(9) Manage expenses and revenues related to the Parks and Recreation Budget.**(10)** Purchase supplies for recreational activities and events.

(11)

Create and distribute a Recreation Coordinator monthly report by the 15th of each month that outlines the previous months activities, the following months upcoming activities and a financial review along with any unforeseen barriers to success.

(12)

Fundraise, charge and collect reasonable fees from each person, group or vendor participating in a Parks and Recreation Committee event or program. Fundraising and the expenditure of funds for the Parks and Recreation Committee shall be done only with the advance authority of the Township Committee.

Inconsistency:

All Ordinances or parts of Ordinances that are inconsistent with the terms of this Ordinance are hereby repealed to the extent of their inconsistency.

Effective Date:

This Ordinance shall take effect immediately upon proper passage, publication in accordance with law and after final adoption as provided by law.

Vernon Marino, Mayor

ATTEST: _____
Jane DiBella, Clerk

NOTICE

Notice is hereby given that the foregoing ordinance was introduced and passed on first reading at a meeting of the Township Committee of the Township of Woolwich, held on the 4th day of February, 2019 and will be considered for final passage at a meeting of the Township Committee of the Township of Woolwich, to be held on the 19th day of February, 2019 at 7:00 p.m. at which time and place any interested party will be given the opportunity to be heard.

Jane DiBella, Township Clerk