



STEVEN M. FULOP
MAYOR OF JERSEY CITY

CITY OF JERSEY CITY
DEPARTMENT OF ADMINISTRATION
DIVISION OF HUMAN RESOURCES

CITY HALL | 280 GROVE STREET | JERSEY CITY, NJ 07302
P: 201 547 5217



JOANNE ROSA
DIRECTOR

Job Opening:

Program Specialist for Special Needs and Inclusive Programs

Department: Recreation and Youth Development

Division: Enrichment

Exempt/Non-Exempt: Exempt

Union/Management: Management

Full-Time/Part-Time/Seasonal: Full-Time

Workweek: 40 hours per week. Days and hours vary as needed due to programs. Non-program days can be any day Monday to Friday, 10 AM-6 PM. Program days will require evenings and weekends.

Salary: \$55,000 - \$65,000 Based on qualifications and experience. Competitive Jersey City retirement and health benefits package available, including pension, dental, medical, prescription, FSA (flexible spending account), life insurance, and more.

Under supervision of the Division Director, is responsible for the organization, development, and personal leadership of activities specifically designed to provide safe recreation for the physically and/or mentally handicapped; may lead programs at more than one recreation center; does other related duties as required.

Job Duties:

- Supervises, trains, evaluates, and advises assigned employees and volunteers.
- Plans, develops, and promotes activities and special events designed to meet the needs of individuals with disabilities.
- Plans and leads sports activities consistent with the capabilities of the handicapped and takes precautions to ensure their physical safety and adapt instruction.
- Recommends, demonstrates, and applies techniques, procedures, materials, equipment, and supplies for recreational activities.
- Plans field trips.
- Participate in public organizational meetings and be prepared to instruct youth as a certified instructor.
- Reports to the supervisor, orally or in writing, on groups or individuals, plans, and problems.
- Recommends action and carries out policy.
- Maintains records and files.
- Will be required to learn how to manage and report grants and the City's proper fiscal requirements.
- Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.
- Performs other duties as assigned.

**Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.*

Required Educational Background: A Bachelor's degree from an accredited college or university.

Required License/Certification(s):

- Applicants must possess current and valid standard First Aid certification issued by the American Red Cross, the National Safety Council, or other recognized organizations.
- Applicants must possess current and valid CPR and AED certification.
- Appointees will be required to possess a driver's license valid in New Jersey.
- Appointees will be required to get certified in Recreation Programs such as Teen Mental Health, Safe Sitter, etc.

Required Experience: Two (2) years of experience in recreation work involving the planning, promotion, development, and supervision of a recreation program involving recreational activities for individuals with disabilities.

Essential Skills:

- Knowledge of the methods used to plan, promote, develop, and supervise a recreation program for individuals with disabilities.
- Knowledge of the problems encountered in planning, promoting, developing, and supervising a recreation program for individuals with special needs.
- Knowledge of SAGE & NJDCA.
- Ability to organize, develop, and coordinate a recreation program for individuals with disabilities.
- Ability to give suitable assignments and instructions to subordinates and supervise their work.
- Ability to enlist the interest of concerned people and encourage their participation in an organized program.
- Ability to enforce safety precautions.
- Ability to give first aid in the event of a mishap.
- Ability to establish and maintain good working relationships with participants, associates, and the public.
- Ability to utilize various electronic and/or manual recording and information systems used by the agency, office, or related units.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of this position.

You must eventually pass and qualify for an applicable Civil Service title.

This is a Civil Service position, and if applicable, you will eventually need to qualify for the applicable civil service title.

To apply for this job with the City of Jersey City, please fill out our [Employment Application](#).