



## Northampton Township Parks and Recreation Operations Manager

Northampton Township Parks and Recreation is now accepting applications for a full-time Operations Manager. Apply today and take the steps to become an integral part of a collaborative and creative team, working together to offer high quality parks, facilities and recreation programming to residents and surrounding neighbors in Northampton Township, Richboro, PA.

The successful candidate will have a Bachelor's or Associate's degree in a related field of study or 4 years of experience in the recreation industry or related field. Experience in the aquatic industry preferred but not necessary. Applicants should possess strong skills in MS Office 365 including Microsoft Word and Excel, excellent communications, organizational, and interpersonal skills. This position works 40 hours per week, in-person, during normal business hours with limited hours on nights and weekends.

Applicants must possess a valid driver's license, and successfully pass a background and criminal history clearance. A full job description is available online at [www.northamptontownship.com](http://www.northamptontownship.com) Please submit a resume, cover letter and contact information for three professional references in person or by US Mail to the Northampton Township Administration Building, 55 Township Road, Richboro, PA 18954, or by email to Jennifer Fean, Director of Parks and Recreation, [jcfean@nhtwp.org](mailto:jcfean@nhtwp.org).