

**ORDINANCE 10 – 2012**  
**ORDINANCE ESTABLISHING THE POSITION OF**  
**COMMUNITY CENTER FACILITY COORDINATOR**

**WHEREAS**, the Borough has determined the need exists to establish a part-time employment position of Community Center Facility Coordinator in order to maintain the efficient operation of the Community Center Facility and activities therein;

**NOW, THEREFORE, BE IT ORDAINED** by the Borough Council of the Borough of Woodbury Heights as follows:

1. The part-time position of Community Center Facility Coordinator is hereby established with the following duties and qualifications:

A. Duties. To act as a liaison between the Community Center Committee and the Borough and other entities utilizing the Community Center including:

1. Insure that all daily tasks and event schedules are implemented;
2. Assist the Community Center Committee in the general operation of the Community Center;
3. Performs cleaning of the facility including kitchen and bathrooms;
4. Enforce all rules and regulations of the Community Center with respect to those entities and organizations utilizing the Center;
5. Order supplies to maintain the facility through the Chief Municipal Finance Officer;
6. Assist the Community Center Committee in the scheduling of events and coordinate a schedule of events with the Borough for inclusion into the Borough website;
7. Research grant and funding opportunities;
8. Work with various organizations in the Borough to plan and develop events;

B. Qualifications. Qualifications for employment shall include, but not be limited to:

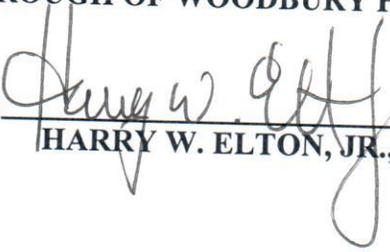
1. Possess computer related skills in the preparation, keeping and administration of records, files and reports;

2. Ability to read, write, speak and communicate in English sufficiently to perform the duties of the position which may include such forms of communication as American Sign Language or Braille;

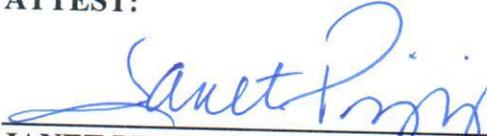
3. Possession of a high school diploma or equivalent. Substitution of experience or other vocational type of training may be utilized.

**BE IT FURTHER ORDAINED** that this Ordinance shall take effect immediately upon its adoption and publication and as otherwise provided by law.

**BOROUGH OF WOODBURY HEIGHTS**

BY:   
**HARRY W. ELTON, JR., MAYOR**

**ATTEST:**

  
**JANET PIZZI, CLERK/ADMINISTRATOR**

**NOTICE**

Notice is hereby given that the foregoing Ordinance was introduced and passed on first reading at a meeting of the Borough Council of the Borough of Woodbury Heights, held on the 18th day of April, 2012 and will be considered for final passage at a meeting of the Borough Council of the Borough of Woodbury Heights, to be held on the 16th day of May, 2012 at 7:30 P.M. at which time and place any interested party will be given the opportunity to be heard.

  
**JANET PIZZI, BOROUGH CLERK**

**PUBLIC NOTICE**

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FACILITY COORDINATOR**

I, Janet Pizzi, Clerk of the Borough of Woodbury Heights, hereby certify that the above Ordinance was duly adopted by the Borough Council of the Borough of Woodbury Heights at the Regular meeting of Mayor and Borough Council held on May 16, 2012.



Janet Pizzi, Clerk/Administrator