

**ORDINANCE OF THE TOWNSHIP OF WINSLOW, COUNTY OF CAMDEN,
STATE OF NEW JERSEY, AMENDING AND SUPPLEMENTING CHAPTER 46,
ARTICLE VI OF THE TOWNSHIP CODE ENTITLED, “ADMINISTRATION AND
EXECUTIVE” TO CREATE THE TITLE OF “SPECIAL EVENTS PROGRAM
COORDINATOR”**

WHEREAS, pursuant to N.J.S.A. 40:48-1, the Governing Body is authorized to enact ordinances prescribing and defining the duties and terms of office or employment of all officers and employees, and to provide for the employment and compensation of such officials and employees; and

WHEREAS, the Township Administrator has recommended that there be created by Ordinance in the Township of Winslow the position of Special Events Program Coordinator; and

WHEREAS, based upon the aforesaid recommendation the Mayor and Township Committee have deemed it advisable to establish said position.

NOW, THEREFORE, be it Ordained by the Mayor and Township Committee of the Township of Winslow, County of Camden, State of New Jersey, as follows:

SECTION 1. Chapter 46 of the Township Code of the Township of Winslow entitled “Officers and Employees” is hereby amended and supplemented to add a new Section §46-24B entitled, “Special Events Program Coordinator,” which shall provide as follows:

Article VI. Administration and Executive

§ 46-24B. Special Events Program Coordinator

A. Position Established. There is hereby created and established in the Township of Winslow the position of Special Events Program Coordinator.

A. Appointment. The Special Events Program Coordinator shall be appointed by the Appointing Authority with the approval of the Mayor and Township Committee.

B. Duties. The duties of the Special Events Program Coordinator shall include, but not be limited to, the following:

- 1) Responsible for coordinating, promoting, scheduling and supervising special event programs designed specifically for the community.

- 2) Responsible for designing advertisement and/or promotional items such as brochures, flyers, posters, etc.
- 3) May provide assignments and instructions to individuals and to heads of several units involved in the cleaning, setup and maintenance of buildings and grounds, where special events and activities are held.
- 4) Obtain permits necessary to hold special events and programs, of buildings and grounds where events are held, if necessary.
- 5) Interfaces with government and educational organizations to promote special events appropriate and beneficial to the community, agency or facility.
- 6) Maintain relationships with various service organizations, churches, business organizations and others.
- 7) Establishes and maintains essential records and files.
- 8) Prepares reports and correspondence.
- 9) May formulate and execute plans for effective utilization of available funds, equipment and supplies.

C. Requirements.

- 1) EDUCATION: Graduation from an accredited college or university with a bachelor's degree
- 2) EXPERIENCE. Two (2) years of experience in planning, development and supervising special events, recreational, education or social services program in a community, agency or facility setting preferred.
- 3) KNOWLEDGE AND ABILITIES: (a) knowledge of methods and techniques involved in developing community event program in community, agency or facility; (b) ability to organize develop, coordinate and promote special event programs; (c) ability to provide assignment and instruction to subordinates and supervise their work; (d) ability to enlist the interest of concerned people and encourage their participation in organized programs; (e) ability to establish and maintain cooperative working relationships with associates and the public; (f) ability to prepare report and correspondence; (g) ability to establish and maintenance essential records and files.

D. Compensation. The Special Events Program Coordinator shall be paid a salary fixed and adopted by the Governing Body in the annual salary ordinance.

SECTION 2: Except as set forth in Section 1 the balance of Chapter 46 shall not be affected by this Ordinance.

SECTION 3: All Ordinances or parts of Ordinances inconsistent with this Ordinance are hereby repealed to the extent of such inconsistency.


SECTION 4: If the provisions of any section, subsection, paragraph, subdivision, or clause of this Ordinance shall be judged invalid by a court of competent jurisdiction, such order of judgment shall not affect or invalidate the remainder of any section, subsection, paragraph, subdivision, or clause of this Ordinance.

SECTION 5: This Ordinance shall take effect immediately upon final passage and publication in accordance with law.

INTRODUCED: January 16, 2024

ADOPTED: FEB 13 2024


MARIE D. LAWRENCE, MAYOR


LISA L. DORITY, RMC
MUNICIPAL CLERK

Certified to be a copy of an Ordinance adopted by the Mayor and Township Committee of the Township of Winslow at a regular scheduled meeting on **February 13, 2024** at the Winslow Township Municipal Building.