



Princeton Recreation Department  
380 Witherspoon Street  
Princeton, NJ 08540  
P: 609/921-9480  
[recreation@princetonnj.gov](mailto:recreation@princetonnj.gov)

## NOTICE OF VACANCY

**Department:** Recreation  
**Position:** Summer Day Camp Director (Seasonal)  
**Work Hours:** 7 am – 5:30 pm daily  
**Schedule:** Camp dates: 6/19/17 through 8/18/17 (weekdays only)  
**Compensation:** Pay rate based on experience and qualification  
**Apply by:** December 21, 2016 or until filled

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Under the direction of the Executive Director of Recreation and reporting to the Program Supervisor of Recreation, the duties and skills desired of the Day Camp Director include but are not limited to: Individuals with high energy and enthusiasm to coordinate and oversee the two, four-week sessions of Day Camp located at Community Park South with upwards of 200 registered campers in grades 1-6. The candidate will also manage daily camp activities and supervise the staff of 25-30 Group Supervisors, Counselors, and Counselors-In-Training.

### Desired Experiences and Skills

- Constantly maintain the highest degree of safety for staff and campers
- Abide by and uphold all camp policies and procedures
- Strong verbal communication skills with parents, staffers, and campers
- Experience in a supervisory role in a camp setting (or similar setting) is highly preferred
- Experience working with teenagers (staff) and elementary school children (campers) highly preferred
- Be responsible for overall supervision of this multi-faceted program while camp is in session
- Serve as primary contact person for parents and guardians
- Manage disciplinary issues with staff and campers
- Maintain weekly camp records
- Facilitate written evaluations on camp AND staff at the end of each session
- Must possess current CPR/First Aid/AED certification, or complete before the start of camp
- Ability to stand for long periods of time and be active in daily camp activities

### Requirements

Valid New Jersey Class C driver's license. Must satisfy employer-paid drug screen and criminal background check.

Submit application, cover letter of intent and resume AS ATTACHMENTS to: [recreation@princetonnj.gov](mailto:recreation@princetonnj.gov)  
Application available online at: <http://www.princetonnj.gov/employment.html>

**Application Deadline: December 21, 2016 or until filled**

**EOE – M/F/D/V**

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Posted on: Human Resources Office  
Monument Hall Employee Bulletin Board  
Police Department Bulletin Board  
Corner House Bulletin Board  
SOC – River Road Facility  
Public Works Garage – Harrison Street  
Public Works Garage – John Street  
Witherspoon Hall Employee Bulletin Board

Recreation Department Bulletin Board  
Public Works Garage – Valley Road  
Spring Street Garage – Parking Operations

# PRINCETON RECREATION DEPARTMENT

380 Witherspoon Street - Princeton, NJ 08540 – p: 609-921-9480 – f: 609-688-2040

[www.princetonrecreation.com](http://www.princetonrecreation.com)

Date: \_\_\_\_\_

## Seasonal Employment Application

**Please Print**

Name (Last, First): \_\_\_\_\_

Address: \_\_\_\_\_

City, State & Zip: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (Cell): ( ) \_\_\_\_\_ Email: \_\_\_\_\_@\_\_\_\_\_

Please list position(s) applied for: \_\_\_\_\_

**Expectations and Requirements for all Positions:**

- Be courteous in dealing with the general public and staff members
- Some positions may require working weekends, holidays and irregular hours
- Certain positions require applicant be a minimum of 18 years of age
- If under 18 years of age, working papers are required prior to start date

Have you been previously employed by the Princeton Recreation Department: \_\_\_ Yes \_\_\_ No

If yes, give date \_\_\_\_\_

If hired, please list the date you can begin working: \_\_\_\_\_

Do you possess a valid driver's license: \_\_\_ Yes \_\_\_ No

Are you legally eligible to work in the United States of America: \_\_\_ Yes \_\_\_ No

If you are under eighteen years of age, can you provide proof of eligibility to work: \_\_\_ Yes \_\_\_ No

Pursuant to Federal Law, proof of US Citizenship or immigration status will be required if you are hired.

NJ Residency required by State Statute R.S.52:14-7

Princeton Recreation Department is an Equal Opportunity Employer M/F/V/D

**Education:**

School:	Years completed: (Circle)	Graduated: (Circle)	Major Field:
High:	1 2 3 4	Yes No	
College:	1 2 3 4	Yes No	
Other:	1 2 3 4	Yes No	



EMPLOYMENT HISTORY							
From Month/Yr	To Month/Yr	Name and Location of Organization	Position Title	Final Pay Rate	Supervisor/ Phone	May We Contact for a Reference?	Reason for Leaving

Please list any upcoming dates/times of day when you are not able to work: \_\_\_\_\_

Please list all current certifications: \_\_\_\_\_

**References:**

Name & Organization:	Position/Title:	Phone Number:

**Understandings and Agreements:**

As an applicant for a position with the Princeton Recreation Department, I understand and agree that I must provide truthful and accurate information in this application. I understand that my application could be rejected if any information is not complete, true and accurate. If hired, I understand that I may be separated from employment if PRD later discovers that information on this form was incomplete, untrue, or inaccurate. I give PRD the right to investigate the information I have provided, talk with former employers (except where I have indicated they may not be contacted). I give PRD the right to secure additional job-related information about me. I release PRD and its representatives from all liability for seeking such information. I understand that PRD is an equal-opportunity employer and does not discriminate in its hiring practices. I understand that PRD will make reasonable accommodations as required by the Americans with Disabilities Act. I understand that, if employed, I may resign at any time and that PRD may terminate me at any time in accordance with its established policies and procedures. No representatives of PRD may make any assurances to the contrary. I understand that any offer of employment may be subject to job-related medical, physical, drug, or psychological tests. I also understand that some positions may involve complete background and criminal checks. For your application to be considered, you must sign and date below.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_