



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:** Secretary (Seasonal)  
**Work Hours:** 9 am – 5 pm daily (one-hour mandatory lunch period daily) (shift subject to adjustment as needed)  
**Schedule:** Position begins approx. March 15, 2017 and ends approx. September 15, 2017  
**Compensation:** Hourly range: \$14 p/h - \$16 p/h  
**Apply by:** December 21, 2016 or until position is filled

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Under the direction of the Executive Director of Recreation and reporting to the Customer Service Manager, the duties of Part-time Secretary include but are not limited to: Perform an extensive range of duties including provide exceptional customer service via telephone and to walk-in customers, manage and track financial assistance files at direction of Executive Director, manage program registrations via online system, answer public inquiries via phone, web and in-person, assist team members with day-to-day programming as needed, and assist with special projects.

### **Desired Skills and General Duties**

- Interested candidates must be fluent in both English and Spanish (verbal test will be administered to candidates)
- Strong computer skills including Excel, Word, and social media programs
- Perform reception duties and provide exemplary customer service
- Web-based registration software experience is a plus
- Generate reports, correspondence, documents, memorandums and general data entry work
- General office duties including photocopy, fax, scan, mail documents as needed for team
- Gather data, compile reports, and prepare files for team members
- Organize and maintain active and archived filing for team members

### **Requirements**

Valid New Jersey Class C driver's license. Must satisfy employer paid drug screen and criminal background check. NJ residency required by State Statute. R.S.52:14-7

Submit application, cover letter 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 position is 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 \_\_\_\_\_