

Seasonal Job Opportunities

Customer Service Staff: 16 years old & over

Responsibilities:

- Maintains a pleasant and cordial atmosphere for patrons utilizing the pool complex and delivers excellent customer service on the phone. Must be an energetic team player.
- Checks ID **cards_and/or** collects proper fees from all persons entering the pool complex.
- Keep accurate records of fees collected from our online registration system.
- Duties in addition to those mentioned above:
 - Maintain a clean environment in the pool front office, pool complex, and other designated area.
 - Pick up all trash, litter, and empty trashcans in and around pool complex including Community Room, Wading Pool area, Concession area, Pavilion areas, and Community Park Pool parking lot.
 - Water plants in whiskey barrels in and around pool complex
 - Help with **cleaning/checking/monitoring** locker rooms and family changing areas on a rotating basis as needed at the pool complex.
 - Mobile phones are not allowed during working hours
- Occasionally may be rotated to work at the Recreation Department Office.
 - Answering phones, helping with phone registrations, in-person registrations and other tasks as designated by the Customer Service Manager.

ATTENDANCE IS MANDATORY FOR THE FOLLOWING:

- 1. Customer Service Staff Orientation: May 20**
- 2. First Four Weekends: May 27, May 28, May 29; June 3 & June 4; June 10 & June 11; June 17 & June 18**
- 3. Community Events**

Email vcaines@princetonnj.gov with any questions.

***Applications must be filled out and brought to the Recreation Office.**

The office is open M-F from 9:00am-5:00pm.*

Day Camp Staff: Counselors-15 years old & over, Group Supervisors-16 years old & over

Responsibilities:

- Supervises and accompanies groups of campers in grades 1st-6th throughout the program.
- Plans a creative, diversified, and well-balanced schedule of daily camp activities. Must be creative and enthusiastic with presentation of the activities to the campers.
- Keeps accurate daily records to ensure program safety.
- Ensures that all possible safety precautions are always adhered to so as to minimize potential accidents. This includes constant inspection of facilities and making the Camp Director and other staff aware of any problems or safety hazards.
- Ensures that all possible safety precautions are adhered to in order to minimize potential accidents
- Effective communication skills are required
- Performs miscellaneous duties as requested by the Camp Director.
- Group Supervisors perform additional duties as required by Camp Director.

Work Hours: Monday-Friday, June 20-August 11, 9:00am - 3:30pm. Potential exists for also working pre-care (8am – 9am) and after-care (3:00pm – 5:30pm). Hours may be flexible. MUST select availability on the application for consideration.

Contact: cpetrucci@princetonnj.gov

Teen Travel Camp Counselors: 18 years old & over

Responsibilities:

- Supervises and accompanies a group of middle school aged campers throughout day trips to amusement parks, water parks, recreational activities, movie theaters, bowling alleys, beaches, etc.
- Must be personable and approachable to all campers, fellow staff, and parents.
- Keeps accurate daily records to ensure program safety.
- Ensures that all possible safety precautions are adhered to in order to minimize potential accidents
- Performs miscellaneous duties as requested by the Program Supervisor and Lead Counselor.
- Must be a team player and be able to work well with others.
- Must be able to multi-task and work in a fast-paced environment
- Effective communication skills are required

Work Hours: Monday-Friday, June 20-August 11, 8:30am - 4:00pm. May require additional hours as directed. MUST select availability on the application for consideration.

Contact: cpetrucci@princetonnj.gov