



City of Trenton
ERIC. E. JACKSON, MAYOR

Department of Recreation, Natural Resources & Culture

Job Announcement

The Division of Recreation is welcoming applications for employment to support **2017 Summer in the Capital City** series of programs and events. We expect new hires to work from **Monday, June 26, 2017 – Friday, August 25, 2017** operating five days a week or unless otherwise noted. We have positions available under the listed programs below:

Summer Food Service Program-provides free, nutritious breakfast and lunch to help children in low-income areas get the nutrition they need. These meals support our children to learn, play and grow throughout the summer months when they are out of school. Positions available are:

Seasonal Coordinator [require a personal vehicle and a valid driver's license] - ***\$18.00 per hour; 35 hour work week***

Seasonal Assistant Coordinator [require a personal vehicle and a valid driver's license] ***\$14.00 per hour; 35 hour work week***

Seasonal Secretary- ***\$12.00 per hour; 35 hour work week***

Seasonal Bookkeeper-***\$13.00 per hour; 35 hour work week***

Seasonal Monitors [require a personal vehicle and a valid driver's license]- ***\$11.00 per hour; 35 hour work week***

Seasonal Site Supervisors [require a personal vehicle and a valid driver's license]- ***\$10.00 per hour; 30 hour work week***

Seasonal Assistant Site Supervisors-***\$9.00 per hour; 27.5 hour work week***

Seasonal Student Assistants-***\$8.44 per hour; 25 hour work week***

Summer Pool Program- the swimming program provides ongoing instructional lessons in basic water safety, competitive swimming strokes, lifeguard training, C.P.R. and First aid. Positions available are:

Seasonal Summer Pool Coordinator [require a personal vehicle and a valid driver's license]- ***\$18.00 per hour; 40 hour work week***

Seasonal Summer Pool Support [a personal vehicle and a valid driver's license is preferred]- ***\$10.00 per hour; 30 hour work week***

Seasonal Park Rangers [a personal vehicle and a valid driver's license is preferred]- ***\$9.20 per hour; 30 hour work week***

Division of Recreation- is responsible to develop and operate recreational activities and programs; passive and active, including the administration of recreational facilities. Available positions are:

Playground and Program/Event Support Team – these employees work in conjunction with our Summer Food Service Program park staff to implement the ***Let's Read Let's Move***; outdoor park summer program activities in a safe and timely manner. Also, these employees support other programs and events such as ***Movies Under the Stars and the Lunch Concert Series*** to name a few.

Seasonal Playground Coordinator [require a personal vehicle and a valid driver's license]- ***\$15.00 per hour; 35 hour work week***

Seasonal Assistant Playground Coordinator [require a personal vehicle and a valid driver's license]- ***\$12.00 per hour; 35 hour work week***

Seasonal Student Assistants [require a personal vehicle and a valid driver's license] - ***\$9.00 per hour; 30 hour work week***

Division of Recreation (Office)

Seasonal Office Support-***\$13.00 per hour; 25 hour work week***

Bus Driver [require CDL with passenger license] -***\$13.00 per hour; 25 hour work week***

Anyone interested in applying should come to Trenton City Hall, 319 East State Street, Trenton, New Jersey and pick up an application located at the 1st floor back Security Desk. In the "Specify Type of Work Applied for" on your application please write "Recreation" and the job title applying for. If you have any additional questions or concerns please contact the Division of Recreation at 609-989-3635.



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Summer Employment Application Supplement

Thank you for your interest in Summer Seasonal Employment opportunities with the City of Trenton. This includes the Mayor's Summer Youth Employment Initiative for youth 16-21 years old. Please be aware of the general information below and note that dates are subject to change.

General Summer Employment Information

1. If you are interested in employment with the Division of Recreation for the summer, please be advised of the information below and dates associated these positions. Detailed job descriptions will be provided during your interview.
2. For all positions, applications will be accepted until the positions are filled.

Division of Recreation Employment Information

1. Interviews will be scheduled beginning the week of Monday, March 27th and end on Friday, April 21st.
2. If selected as a candidate for hire a background check form will be provided at the end of your interview to complete. ***All candidates must pass a background check and medical screening in order to be hired by the City of Trenton***
3. All candidates must complete job skills training scheduled for Saturday, April 29th and Saturday, May 6th. College students who are unable to attend may complete training in June 2017.
4. All new hires must attend Summer Food Service Program and First Aid/CPR training. Training will be available in mid-May 2017/beginning of June 2017. Multiple training dates will be provided; you are welcome to pick the date and time that works best for your schedule.

Summer Youth Employment Initiative Information

1. Jobs available through the Mayor's Summer Youth Employment Initiative are provided by Trenton-area nonprofits, businesses and the City's Division of Recreation. ***For more information about jobs with Trenton-area nonprofits and businesses, please contact Jigna Rao, Mill Hill Child & Family Development Center, at 609-989-7333 x131.***
2. All candidates must complete job skills training scheduled for Saturday, April 29th, 2017 and Saturday, May 6th, 2017. You will not be eligible for employment if you do not attend these trainings.
3. All candidates will be required to interview for their positions.
4. Completion of background check and medical screening is dependent on the employer, but all candidates should be prepared for both screenings.

APPLICATION FOR EMPLOYMENT
CITY OF TRENTON



An Equal Opportunity Employer

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or handicap. It is our intention that all qualified applicants be given equal opportunity and that selection decisions are based on job-related factors.

PLEASE PRINT (except for signatures) **RECREATION**

Specify Job or Type of Work Applied for: _____ Today's Date _____

PERSONAL DATA

Last Name _____ First Name _____ Middle Name _____ Telephone Number _____

Present Address _____ City _____ State _____ Zip Code _____

Social Security Number _____ Birth Date _____

Are you a citizen of the United States or do you have a valid work permit? (Check One) Yes ___ No ___

Have you ever applied for employment with the City? Yes ___ No ___; If yes: Month & Year ___ Location _____

GENERAL

Have you ever worked for the City of Trenton? (Check one) Yes ___ No ___ If yes, list title and dates below: _____

Are you presently employed? (Check one) Yes ___ No ___

Do you have a valid driver's license? (Check one) Yes ___ No ___ Do you have a valid CDL? (Check one) Yes ___ No ___

EDUCATION

High School _____ Location _____ Highest Grade Completed _____

Did you graduate? Yes ___ No ___ Year _____

College _____ Location _____ Highest Grade Completed _____

Did you graduate? Yes ___ No ___ Year _____

WORK HISTORY

1. Name of Most Recent Employer _____ Location _____
City _____ State _____ Zip _____

Telephone _____ Job Title _____ Job Duties _____

Dates of Employment _____ To _____ Reason for leaving _____

Name of Supervisor _____ MAY WE CONTACT? Yes ___ No ___

RESIDENCY

The City of Trenton is committed to filling City jobs with qualified City residents. By Ordinance (94-53), persons hired to fill City jobs must have a permanent residence within the City of Trenton. I understand that if I accept an offer of employment with the City, I will be required to complete a Certificate of Residency, legally confirming my bona fide City residence.

Signature of Applicant as Acknowledgement

Date

PRE-EMPLOYMENT DRUG SCREENING ACKNOWLEDGMENT

I understand that my employment with the City of Trenton is conditioned upon my successfully completing a test (negative result) for the presence of illegal drugs and/or the presence of alcohol as prescribed by the City. Any offer of employment with the City of Trenton that has been made prior to the pre-employment drug screening will be withdrawn if I test positive for illegal drugs and/or alcohol.

Signature of Applicant as Acknowledgement

Date

INFORMATION RELEASE AUTHORIZATION

I do hereby authorize representatives of the City of Trenton, State of New Jersey, to obtain any and all information of a private and confidential nature concerning arrest records, criminal history summaries, warrant information, driver license information and any other information relative to my background, that has been recorded or otherwise; and do hereby release the City of Trenton, and all other individuals connected therewith, from all liability, for any damage whatsoever incurred in furnishing such information.

Signature of Applicant as Acknowledgement

Date

AFFIDAVIT

I certify that the information given by me on this Application is true and correct without consequential omissions of any kind whatsoever. If I am appointed on the basis of any incorrect statements or misleading information that I have supplied above, I will be subject to removal.

Signature of Applicant as Acknowledgement

Date

THIS APPLICATION IS NOT AN OFFER OF EMPLOYMENT

Revised June 2015