



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 **2018 Summer in the Capital City** series of programs and events. We expect new hires to work from *Monday, June 25, 2018 – Friday, August 31, 2018*, operating five days a week or unless otherwise noted. We have positions available for 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; 30 hour work week***

Seasonal Student Assistants-***\$8.60 per hour; 30 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; 35 hour work week***

Seasonal Summer Pool Support [a personal vehicle and a valid driver's license is preferred]- ***\$10.00 per hour; 35 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 staff to implement the *Let's Read Let's Move*; indoor & outdoor 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; 30 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 on 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 Tuesday, February 20th –Friday, March 16th.
2. If selected as a candidate for hire a background check form will be provided at the end of your interview for you 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 during the month of April and/or May 2018.
4. All new hires must attend Summer Food Service Program and First Aid/CPR training. Training will be available in mid-May 2018/beginning of June 2018. 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.
2. All candidates must complete job skills training scheduled during the month of April and/or May 2018.
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.