



## Princeton Recreation Department

380 Witherspoon Street

Princeton, NJ 08540-3496

Position: Summer Day Camp Assistant Director (Seasonal)  
Camp Hours: 7 am – 5:30 pm daily  
Work Hours: Approx. 40 Hours per week (within parameters of camp schedule; must be flexible)  
Schedule: 6/22/2020 – 8/14/2020 (M – F) with max two weekend dates prior to camp start.  
Compensation: \$15 – \$18 per hour

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Under the direction of the Program Supervisor of Recreation and Day Camp Director, this position assists with day to day delivery of a large, multi-faceted summer day camp program. Asst. Camp Director duties include but are not limited to: Assisting Camp Director as needed with delivery of the two (2), four-week sessions of Day Camp located at Community Park South with upwards of 250 registered campers in grades 1-6. The Asst. Camp Director will also help manage camp activities and programs and supervise the staff of 25-30 Supervisors and Counselors.

### 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
- Serve as an essential contact person for parents and guardians
- Manage disciplinary issues with staff and campers
- Maintain weekly camp records
- 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

Applicant must be at least 20 years of age and/or completed a minimum of (2) two years of college, in addition to having at least two years of experience in a youth camp environment.

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

Submit application, cover letter and resume AS ATTACHMENTS to: [tparker@princetonnj.gov](mailto:tparker@princetonnj.gov)

Application available online at: [www.princetonrecreation.com](http://www.princetonrecreation.com) under the "Seasonal Employment" Tab.

**Application Deadline: Until Filled**

**EOE – M/F/D/V**

# 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:<br>(Circle) | Graduated:<br>(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 \_\_\_\_\_