

Plainsboro Department of Recreation & Community Services Summer Employment Overview

Available Positions

A variety of positions are available in summer programs – counselors, instructors, coordinators, directors. Qualified employees from the previous year will be given the first opportunity to interview for a position. A summary of job descriptions is available at the office or on the township website. A complete listing of job descriptions is available from the Program Coordinator.

Eligibility

Only those former staff members who are in “good standing” are offered first consideration for available positions. “Good standing” includes, but is not limited to prior year attendance, participation in orientations and training, and performance reviews. The minimum age for paid employment is 16. The minimum age for a volunteer counselor is 15.

Criteria

Applicants must be available for the full duration of the program. Special consideration will be given **only** for short-term extenuating circumstances beyond the individuals’ control (such as mandatory education workshops for teachers, jury duty). Exceptions are not made for family vacations or other personal schedule issues. If special consideration is being requested or anticipated, please make note of it on the application form.

Applicants agree to fulfill the following:

- Background checks (age 18 and older)
- Submission of working papers (under 18)
- Acquire First Aid/CPR Certification Training (mandatory for supervisory staff, encouraged for all others)
- Participation in pre-season orientation – generally scheduled by program directors in the weeks before camps (mandatory for 8 week programs)

2010 Season

The eight-week summer season is scheduled from **Monday, June 21 through Friday, August 13**. There will be no camp on July 5 in celebration of the Independence Day holiday. **Effective for the 2010 season, all positions will be paid hourly.**

Full-day Lenape Camp employment runs from 8:30 a.m. to 3:15 p.m. Half-day Lenape Camp employment runs from 8:30 a.m. to 12:15 p.m. (half-day staff works full days, 8:30 – 3:15 p.m. on trip days, one day per two-week session).

Pre-K Camp employment for the directors runs from 8:45 a.m. - 12:45 p.m. Pre-K Camp employment for counselors runs from 9:00 a.m. – 12:30 p.m.

Volunteers

A limited number of volunteer opportunities are available in summer programs. There is a separate application process. As with paid employees, invitations will be extended to those who have a good performance history. Priority will be given to those applicants who are available for the duration of the program.