



TOWNSHIP OF PLAINSBORO NOTICE OF VACANCY

DATE OF POSTING: December 18, 2025

SUMMER 2026 SEASONAL JOB DESCRIPTIONS

**All Interested Applicants (New and Returning) Must Complete
The Township Application for Employment Found on This Site.**

**Where Indicated, please state the title of the
position for which you wish to be considered.**

How To Apply:

Complete the Application for Employment on the Township of Plainsboro Website
<http://www.plainsboronj.com/500/Employment-Opportunities>

Working Papers

If offered employment in New Jersey, minors under the age of 18 must have working papers, also known as an employment certificate, to work.

Equal Opportunity Employer

The Township of Plainsboro is an equal opportunity employer and values diversity. We encourage all qualified applicants to apply, regardless of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or veteran status.

Plainsboro Pre-K Camp

Director

Half-day seasonal position (8:30 am - 1:30 pm) for the eight-week summer camp season (6/29/26-8/21/26) and additional hours as needed. The camp director is responsible for planning, organizing, implementing, and overseeing Plainsboro Township's Pre-K Camp (4-5-year-olds). The camp director is responsible for the health and well-being of campers and staff and is expected to put into place a sensitive, well-rounded program that will create a positive learning and growing experience for the staff and campers. The director is responsible for giving direction to the staff, classroom teachers, and counselors as well as performing related tasks as assigned. The director will work cooperatively with classroom teachers to put forth the best program possible. Includes off-season preparatory work (flexible schedule - including mandatory staff training and camp set-up), as well as during the summer camp season (fixed schedule). The camp director reports to the program coordinator in the Department of Recreation & Community Services. Must be available for the entire eight-week camp season. **Starting at \$25-\$27/hour.**

Preferred Qualifications

- B.A. or B.S. degree
- Two years' experience in camp administration (or comparable).
- Two years teaching/camp experience with pre-school age population.
- Staff supervisory experience.
- CPR / First Aid Certification

Classroom Teacher

Half-day seasonal position (8:30 am - 1:30 pm) for the eight-week summer camp season (6/29/26-8/21/26) and additional hours as needed. The classroom teacher is responsible for planning, organizing, implementing, and overseeing Plainsboro Township's Pre-K Camp (4-5-year-olds). They are also responsible for the health and well-being of campers and staff and are expected to help put into place a sensitive, well-rounded program that will create a positive learning and growing experience for the staff and campers. Teachers will follow the direction of the camp director and will work cooperatively with the camp director and other classroom teachers to put forth the best possible program. Teachers will be asked to perform related tasks as assigned including supervising and mentoring camp counselors. Position includes off-season preparatory work (flexible schedule – including mandatory staff training and camp set-up), as well as during the summer camp season (fixed schedule). The classroom teacher reports to the camp director. Must be available for the entire eight-week camp season. **Starting at \$18-\$20/hour.**

Preferred Qualifications

- B.A. or B.S. degree
- One-year teaching/camp experience with preschool-age population.
- One-year experience in camp administration (or comparable).
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self-control; ability to adapt to camp setting.
- Prior camp experience.
- CPR / First Aid Certification

Special Education Teacher

Half-day seasonal position (8:45 am - 1:00 pm) for the eight-week summer camp season (6/29/26-8/21/26) and additional hours as needed. The special education teacher is responsible for working with the special needs children in Plainsboro Township's Pre-K Summer Camp (4-5-year-olds) and helping them to adapt to the camp setting. Responsible for the health and well-being of campers with special needs. The special education teacher will follow the direction of the camp director and will work cooperatively with the director and other classroom teachers to put forth the best possible programming. The special education teacher will be responsible for putting into place individual plans for special needs campers including but not limited to behavior modification plans, socialization plans, dealing with camper anxiety issues, and adapting activities for campers. They will communicate to parents how the child is doing throughout the camp experience. Position includes minimal pre-season work (mandatory staff training and camp set-up) as well as summer camp season. This position reports to the camp director. Must be available for the entire eight-week camp season. **Starting at \$22-\$26/hour.**

Preferred Qualifications

- B.A. or B.S. degree
- Special Education Certification
- Two years teaching experience working as a Special Education Teacher.
- One-year teaching/camp experience with pre-school age population.
- Experience writing IEPs for children with special needs.
- One-year experience in camp administration (or comparable).
- Ability to instruct and supervise staff.
- Ability to accept guidance and supervision; ability to work collaboratively with other members of camp staff to promote a positive work environment.
- Enthusiasm, patience, self-control; ability to adapt to camp setting.
- Prior camp experience.
- CPR / First Aid Certification

Senior Counselor

Half-day seasonal position (8:45 am – 1:00 pm) for the eight-week summer camp season (6/29/26-8/21/26) and additional hours as needed. The senior counselor will supervise campers and volunteers assigned to their group as well as act as a mentor for the junior counselors. The senior counselor is responsible for the safety and well-being of the assigned group of campers. They will assist the camp director or classroom teachers when the group is participating in scheduled activities. The senior counselor will help plan and implement group activities each week as well as oversee the junior counselors' planned activities. Counselors will be responsible for the supervision of their assigned group of campers during off-site field trips, including while on the bus. The senior counselor will help the junior counselors and volunteer counselors adapt to the camp setting and become successful at performing their job responsibilities. The senior counselor reports to the camp director and must be at least 18 years old by 6/1/26. Must be available for the entire eight-week camp season. **Starting at \$16.13/hour.**

Preferred Qualifications

- Experience working with children in a group setting.
- Ability to accept guidance and supervision.
- Ability to assist in teaching/leading activities.
- Ability to provide guidance and leadership to junior counselors and volunteers.
- Enthusiasm, patience, self-control.
- Ability to adapt to camp setting.
- Prior camp experience.
- CPR / First Aid Certification

Junior Counselor

Half-day seasonal position (8:45 am – 1:00 pm) for the eight-week summer camp season (6/29/26-8/21/26) and additional hours as needed. The junior counselor will supervise campers and volunteer counselors assigned to his/her group. They are responsible for the safety and well-being of their assigned group of campers. The junior counselor will assist the camp director or classroom teachers when the group is participating in scheduled activities. Counselors will be responsible for the supervision of their assigned group of campers during off-site field trips, including while on the bus. They will help plan and implement group activities each week. The junior counselor reports to the camp director and must be at least 16 years old by 6/1/26. Must be available for the entire eight-week camp season. **Starting at \$15.23/hour.**

Preferred Qualifications

- Experience working with children in a group setting.
- Ability to accept guidance and supervision.
- Ability to assist in teaching/leading activities.
- Enthusiasm, patience, self-control.
- Ability to adapt to camp setting.

Volunteer Counselor

Half-day seasonal position (8:45 am – 1:00 pm) for the eight-week summer camp season (6/30/25-8/22/25) and additional hours as needed. The volunteer counselor is responsible for the safety and well-being of their assigned group of campers; assisting the camp director, classroom teachers, and/or junior counselors. Volunteer counselors participate in scheduled activities and help plan and implement counselor-run activities. Counselors will be responsible for the supervision of their assigned group of campers during off-site field trips, including while on the bus. They are scheduled for a pre-determined period of time (at least one two-week session) and are expected to adhere to the policies and guidelines required of all staff. The volunteer counselor works under the supervision of the classroom teachers and reports to the camp director. **Must be at least 15 years old as of 6/1/26.**

Preferred Qualifications

- Ability to accept guidance and supervision.
- Ability to assist in teaching/leading activities.
- Enthusiasm, patience, self-control.
- Ability to adapt to camp setting.