



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.

Plainboro Recreation Camp – Administrative Job Opening

Camp Assistant to the Coordinator

Seasonal part-time position (15-20 hours per week 6/29/26-8/21/26) Flexible daytime hours between Monday-Friday (8:30 am – 4:30 pm). The camp assistant will offer office support to the full-time program coordinator with a variety of administrative duties related to overseeing the many summer camp programs the township offers. Responsibilities will include but are not limited to answering calls and emails pertaining to camp, communicating with campers' parents, sending out various email distributions, photocopying, confirming details for trips and presenters, assisting with organizing camper groups, printing various camp rosters and important camper information, as well as other camp related tasks as needed. The Camp Assistant reports to the program coordinator and must be available for the twelve-week period. **Starting at \$15-\$17/hour.**

Preferred Qualifications

- H.S. Diploma or equivalent
- Previous work experience in an office environment.
- Competent computer and internet skills.
- Excellent customer service skills.
- Ability to deal with multiple tasks and priorities.
- Ability to accept guidance and supervision.