



City of Trenton
W. REED GUSCIORA, MAYOR

Department of Recreation, Natural Resources & Culture

Job Announcements

The Department of Recreation, Natural Resources, & Culture is welcoming applications for employment to support our 2020 Cool Summer in the Capital City programs and events that will run from Monday, June 22, 2020 through Monday, September 7, 2020. The duration of employment varies between programs.

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.

- (1) **Coordinator** *.....\$22.00 per hour; 35 hours work week
- (1) **Assistant Coordinator** *.....\$19.25 per hour; 35 hours work week
- (1) **Bookkeeper**.....\$18.00 per hour; 35 hours work week
- (1) **Secretary**.....\$16.00 per hour; 35 hours work week
- (4) **Monitors** *.....\$15.75 per hour; 35 hours work week
- (13) **Site Supervisors** *.....\$14.00 per hour; 30 hours work week
- (13) **Assistant Site Supervisors**.....\$12.75 per hour; 30 hours work week
- (13) **Student Assistants**.....\$11.00 per hour; 30 hours work week

Division of Pools – is responsible for maintaining five public swimming pools for public use.

- (1) **Summer Pool Coordinator***.....\$23.00 per hour; 40 hours work week
- (1) **Assistant Pool Coordinator***.....\$20.50 per hour; 40 hours work week
- (10) **Pool Managers****.....\$17.50 per hour; 40 hours work week
- (40) **Lifeguards****.....\$15.00 per hour; 40 hours work week
- (10) **Summer Pool Support**.....\$11.00 per hour; 40 hours work week

- (1) **Security Guard Supervisor**.....\$20.00 per hour; 40 hours work week
- (25) **Pool Security****.....\$15.00 per hour; 40 hours work week

Division of Recreation - is responsible to develop and operate recreational activities and programs; passive and active, including the administration of recreational facilities.

- (8) **Site Supervisors** *.....\$13.00 per hour; 35 hours work week
- (6) **Student Assistants**.....\$11.00 per hour; 35 hours work week

Playground, Program, & Event Support Team – these employees work in conjunction with our Summer Food Service Program staff to implement indoor & outdoor summer program activities.

- (1) **Playground Coordinator** *.....\$15.00 per hour; 35 hours work week

* Requires a personal vehicle and a valid driver’s license.
 **A personal vehicle and a valid driver’s license is preferred.

(1) **Student Assistant**.....\$11.00 per hour; 35 hours work week

Division of Recreation (Office)

(2) **Office Support**\$13.00 per hour; 35 hours work week

Anyone interested in applying should come to Trenton City Hall, 319 East State Street, Trenton, New Jersey and pick up an application. Applications are available at the Rear Entrance Security Desk located on the 1st floor. Please be sure to specify the job title that you are seeking.

If you have any additional questions or concerns please contact the Division of Recreation at 609-989-3523.

Important Employment Information

1. **Tentative** interviews will be scheduled beginning the week of Monday, April 20th - Friday, May 1st .
2. *All candidates must pass a background check and medical screening in order to be hired by the City of Trenton.*
3. *Anyone under the age of 18 will need working papers before beginning employment.*
4. *Proper identification is required (i.e. driver's license, school ID, birth certificate, social security card, and proof of residency.)*
5. All candidates must complete job skills training scheduled during the month of May and June 2020.

Applications are due by Monday, April 13, 2020.

We are strongly encouraging candidates to use our online Employment Application.

If you have a paper application it can be dropped off at Trenton City Hall in the lockbox located at the 1st Floor Back Security Desk.

If you have any additional questions or concerns please contact the Division of Recreation at 609-989-3523.

All dates are subject to change based on COVID-19 developments.

* Requires a personal vehicle and a valid driver's license.

**A personal vehicle and a valid driver's license is preferred.