

CITY OF PLAINFIELD

Division of Personnel



JOB OPPORTUNITY BULLETIN

Bulletin No. 1/2017

Closing Date for Applications: OPEN UNTIL FILLED

PLEASE POST

Residency Required

DIVISION OF PARKS & RECREATION

REQUIREMENTS FOR:
"INSTRUCTOR", "PROGRAM SPECIALIST" &
"RECREATION LEADER" POSITIONS:
HIGH SCHOOL DIPLOMA/GED. THOROUGH KNOWLEDGE OF PROGRAM MANAGEMENT INVOLVING THE ABILITY TO ORGANIZE, DEVELOP AND COORDINATE THE SPECIAL PROGRAMS AS INDICATED IN SUBJECT ACTIVITY. A

SEASONAL WORKERS

Hourly Rate Range: \$8.44 - \$25.00

FOR THE "SEASONAL WORKER" POSITIONS LISTED BELOW, APPLICANTS MUST HAVE SPECIAL KNOWLEDGE/SKILLS IN THE SUBJECT ACTIVITY.

(INSTRUCTOR)

DANCE (2)

Hourly Rate Range: \$15.00 - \$20.00
Up to 20 Hours Per Week ♦ 5 Days Per Week
Duration: 3/1/17 to 6/14/17

Requirements: High School Diploma or GED; experience coordinating youth programs in subject area; CPR, AED, First Aid Certification.

Water Safety (8)

Hourly Rate Range: \$15.00 - \$20.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 4/1/17 to 9/8/17

Requirements: High School Diploma or GED; Candidate must have WAJ attached to application; Knowledge of written purification methods and possess ability to organize recreational swim programs. CPR, AED, First Aid Certification. Valid American Red Cross Senior Lifesaving/Water Safety Instructor Certificate.

Tennis (4)

Hourly Rate Range: \$15.00 - \$20.00
Up to 10 Hours Per Week ♦
Duration: 4/1/17 to 10/1/17

Requirements: High School Diploma or GED; Candidate must have thorough knowledge of tennis; prior playing and/or coaching experience preferred. CPR, AED, First Aid Certification.

(PROGRAM SPECIALIST)

RECREATION - ACTIVE OLDER ADULT (1)

Hourly Rate Range: \$26.43 - \$35.23
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 2/1/17 to 8/1/17

Requirements: Must possess a BS/BA degree specializing in geriatrics. First Aid, CPR and AED Certification required. At least one (1) yr. experience working/assisting elderly.

RECREATION - AQUATICS (1)

Hourly Rate Range: \$26.43 - \$35.23
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 6/1/17 to 9/4/17

Requirements: Must possess a BS/BA degree. One (1) yr of experience in planning, promoting and developing a recreation program at a recreation or community ctr. Knowledge of aquatics programming. Bilingual preferred. CPR, AED, First Aid Certification.

(RECREATION LEADER)

ARCHERY (1)

Hourly Rate Range: \$8.44 - \$20.00
Up to 6 Hours Per Week ♦
Duration: 3/1/17 to 6/14/17

Requirements: High School Diploma or GED; experience coordinating youth programs in subject area; CPR, AED, First Aid Certification. Rutgers S.A.F.E.T.Y course.

AQUATICS LEADER (1)

Hourly Rate Range: \$8.44 - \$20.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 3/20/17 to 9/20/17

Requirements: BS/BA degree preferred. One (1) yr of experience in planning, promoting and developing a recreation program at a recreation or community ctr. Knowledge of aquatics programming. CPR, AED, First Aid Certification. Current Lifeguard certification, Water Safety Instruction certification.

HEAD LIFEGUARD (6)

Hourly Rate Range: \$12.00 - \$18.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 5/15/17 to 9/8/17

Requirements: Must have completed junior year of high school. Candidate must possess a valid American Red Cross Senior Lifesaving certificate; a valid first aid and CPR certificate, and have the ability in using good judgment in safety and first aid.

SEASONAL WORKER - GENERAL (4)

Hourly Rate Range: \$8.44 - \$25.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 3/1/17 to 9/1/17 (1 person); 4/30 - 10/31/17 (3 ppl)
Requirements: HS Diploma or Equivalent. CPR, AED, First Aid Certification.

TENNIS COORDINATOR (2)

Hourly Rate Range: \$10.00 - \$25.00
Up to 10 Hours Per Week ♦
Duration: 3/1/17 - 9/1/17 (1); 4/1/17-10/1/17 (1)

Requirements: HS Diploma or equivalent. Knowledge of Tennis Sports. Ability to organize and coordinate programs. CPR, First Aid, AED Certification.

LIFEGUARD (35)

Hourly Rate Range: \$8.44 - \$15.00
Up to 20 Hours Per Week ♦ 5 Days Per Week
Duration: 4/1/17 to 9/8/17

Requirements: Must have completed junior year of high school. Candidate must possess a valid American Red Cross Senior Lifesaving certificate; a valid first aid and CPR certificate, and have the ability in using good judgment in safety and first aid.

HOOKED ON FISHING NOT DRUGS (1)

Hourly Rate Range: \$8.44 - \$25.00
Up to 10 Hours Per Week ♦ 3 Days Per Week
Duration: 4/1/17 to 10/1/17

Requirements: HS Diploma or equivalent. Completion of Hooked on Fishing Not Drugs Training.

SUMMER FOOD PROGRAM CLERK(1)

Hourly Rate Range: \$10.00 - \$25.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 5/15/17 to 11/15/17

Requirements: Bachelor's Degree required or 2 yrs. Administrative experience. CPR, First Aid, AED Certification.

SUMMER FOOD PROGRAM MONITOR (6)

Hourly Rate Range: \$10.00 - \$25.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 6/19/17 to 8/21/17

Requirements: HS Diploma or equivalent. At Least 30 college credits. CPR, First Aid, AED Certifications. Valid Driver's License.

SUMMER CAMP COUNSELOR (4)

Hourly Rate Range: \$8.44 - \$20.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 6/26/17 to 8/21/17

Requirements: HS Diploma or Equivalent. Experience working with youth camp preferred. CPR, First Aid, AED Certifications. Valid Driver's License.

SUMMER CAMP SUPERVISOR (2)

Hourly Rate Range: \$15.00 - \$18.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 6/19/17 to 8/25/17

Requirements: HS Diploma or Equivalent. 60 college credits preferred/experience working with youth. CPR; First Aid; AED Certification. Valid Driver's License.

PLAYGROUND PARK MONITOR (20)

Hourly Rate Range: \$8.44 - \$15.00
Up to 30 Hours Per Week ♦ 5 Days Per Week
Duration: 4/30/17 to 10/31/17

Requirements: HS Diploma or Equivalent. CPR, First Aid, AED Certification.

DRIVER CLERK (PT)

Hourly Rate Range: \$19.11 - \$25.55
Up to 30 Hours Per Week ♦ 6 Days Per Week
Duration: 6/26/17 to 9/26/17

Requirements: HS Diploma or Equivalent. CDL w/passenger endorsements to drive school bus is required.

PLEASE NOTE THE FOLLOWING:

- UNDER THE CITY OF PLAINFIELD MUNICIPAL CODE, APPLICANTS ARE REQUIRED TO BE A BONA FIDE RESIDENT OF THE CITY OF PLAINFIELD.
- ALL CANDIDATES SELECTED FOR APPOINTMENT WILL BE REQUIRED TO COMPLETE A CRIMINAL HISTORY BACKGROUND CHECK.