



Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920
908-766-2510 • www.bernards.org

JOB POSTING

POSTING DATE: 03/17/2022

APPLICATION DEADLINE: Open until position is filled

POSITION: Summer Intern	POSITION TYPE: Seasonal - Part-Time
DEPARTMENT: Parks & Recreation	LOCATION: Town Hall
POSITION REPORTS TO: Assistant Director & Program Manager	HOURS: 30 hours/week
SALARY: \$14.00/hour	SCHEDULE: Monday - Friday

PRINCIPAL DUTIES:

Performs a wide variety of routine clerical and administrative support work for the Department of Parks & Recreation as well as directly assisting the Assistant Director and Program manager with various programs and services provided by the Department of Recreation. Directly oversees the Counselor-in-Training Program and provides quality activities to pool members including but not limited to arts & crafts, special events, games, and instruction.

JOB REQUIREMENTS:

Must be able to provide clerical assistance such as copying, typing, phone, mail and filing. Ability to develop, plan and organize the volunteer Counselor-in-Training Program including but not limited to advertising, interviews, selection, training and supervision of the volunteers. Must assist with various aspects of the Summer Recreation Program including but not limited to supply inventory, staff orientations/meetings, parent orientation, calendar preparation, off-site trip supervision, publicity, flyers announcements and direct site observation. Possess knowledge of general office practices as well as office computer use, specifically, MS Office Suite (Word, Excel & Access). Attention to detail and accuracy required.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:

Education: Completion of at least 60 course credits from an accredited college or university. Currently enrolled in a Recreation or Sport management degree program preferred.

Licensing &/or Certifications: Must have an appropriate, valid driver's license

Experience:

- Basic knowledge and experience with youth and adult sports
- Some experience in youth summer recreation playground programs preferred.

Special Requirements:

- Must have flexibility to attend evening and weekend special events as needed.

*****NOTE: Please read the attached full job description prior to applying for this position. Please use the application attached to this posting.*****

CONTACT: Please submit a cover letter, resume, application and list of references to:

Bernards Township Parks & Recreation

Att: Sean O'Grady

1 Collyer Lane

Basking Ridge, NJ 07920

Fax: 908-766-1941

sograd@bernards.org

Bernards Township is an Equal Opportunity Employer

Effective 9/1/11, all employees of State and local government must reside in the State of NJ, unless exempted under law. If you already work for State or local government as of 9/1/11, and you do not live in NJ, you are not required to move to NJ if there is no more than a seven-day break in employment. However, if you begin your office, position or employment on 9/1/11 or later, you must reside in NJ. If you do not reside in NJ, you have one year after the date you take your office, position or employment to relocate your residence to NJ. If you do not do so, you are subject to removal from your office, position or employment.



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JOB DESCRIPTION

JOB TITLE: Summer Intern		DATE: March 2022	
DEPARTMENT: Parks & Recreation		REPORTS TO: Assistant Director & Program Manager	
JOB STATUS: Seasonal – Part-Time		HOURS/WEEK: 30/hours per week	
SALARY: \$14.00/hour	SCHEDULE: Monday - Friday		

SUMMARY: *Briefly describe what the position was created to accomplish.*

Provides a wide variety of routine clerical and administrative support work for the Department of Parks & Recreation as well as directly assisting the Assistant Director and Program Manager with various programs and services provided by the Department of Recreation. Directly oversees the Counselor-in-Training Program and provides quality activities to pool members including but not limited to: arts & crafts, special events, games and instruction.

SUPERVISORY RESPONSIBILITIES: *The scope of the person's authority, including a list of jobs that report to this position*
Oversees the volunteer Counselors-in-Training.

WORKING CONDITIONS: *Environment in which job is performed, especially unique conditions outside a normal office environment.*
Office work and outside work at program site and off-site trips.

ESSENTIAL FUNCTIONS: *The tasks, duties and responsibilities of the position most important to get the job done.*

- Assist the Recreation staff with facility reservations and program registrations.
- Provide clerical assistance to the Department such as copying, typing, phone, mail and filing.
- Develop, plan and organize the volunteer Counselor-in-Training Program including but not limited to advertisement, interviews, selection, training and supervision of the volunteers.
- Assist with various aspects of the Summer Recreation Program including but no limited to supply inventory, staff orientation/meetings, parent orientation, calendar preparation, off-site trip supervision, publicity, flyers, announcements, and direct site observation.
- Oversee all aspects of pool activities including but not limited to: supply inventory, calendar/schedule preparation, publicity, flyers, announcements and direct activity implementation and supervision.
- Assist staff with planning of various special events including but not limited to concerts, moves and carnival in the park.
- Attend special events when required.
- Assist with special projects as required.
- Perform other duties as assigned.
- Act as a substitute on-site Summer Recreation Program Supervisor if needed.

KNOWLEDGE, SKILLS AND ABILITIES: *The specific minimum competencies required for job performance.*

- Knowledge of general office practices, procedures, equipment, and secretarial techniques.
- Knowledge of business English, spelling and arithmetic.
- Working knowledge of office computer use, specifically, MS Office Suite (Word, Excel & Access)
- Attention to detail and accuracy is required.
- Ability to read, write, speak, understand and communicate in English sufficiently to perform the duties of the position.
- Ability to establish and maintain effective working relationships with associates and the general public.
- Ability to regularly use hands to handle, feel or operate objects, tools or controls and to reach with hands and arms.
- Frequently required to stand, walk, talk, hear, sit, climb, balance, kneel, crouch, crawl and smell.
- Must be able to lift 50 pounds and carry it for 100 feet.



Township of Bernards

Job Description – Summer Intern

EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS: *Minimum level of education & experience required to perform job.*

Education: Completion of at least 60 course credits from an accredited college or university.

Licensing &/or Certification: Must have an appropriate, valid driver's license.

Experience: Basic knowledge & experience with youth & adult sports. Some experience in youth summer recreation playground programs preferred.

Special Requirements: Must have flexibility to attend evening and weekend special events as needed.

SUCCESS FACTORS: *Personal characteristics and behaviors that contribute to an individual's ability to excel on the job. Some examples follow:*

- Enthusiatic
- Punctual
- Responsible
- Organized
- Honest
- Professional Work Ethic
- Reliable
- Patient



APPLICATION FOR EMPLOYMENT

Administration Building: One Collyer Lane, Basking Ridge, NJ 07920 Fax 908-204-3015

Application Date: _____

Name: _____

Position Applied For: _____

Department: Parks & Recreation

Building Location:

- Administration Building - One Collyer Lane
- Police Building - One Collyer Lane
- Engineering Services Building – 277 South Maple Avenue
- Health Department - 262 South Finley Avenue
- Bernards Township Library - 32 South Maple Avenue
- Bernards Township Sewerage Authority Plant – 726 Martinsville Road

The Township of Bernards considers applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, handicap or disability, sexual orientation, domestic partnership or any other legally protected status.

A RESUME IS NOT A SUBSTITUTE FOR COMPLETING THIS FORM IN ITS ENTIRETY.

All information will be verified and all references will be checked. Information will be kept confidential to the extent permitted by law.

DO NOT WRITE BELOW THIS LINE

RECOMMEND FOR EMPLOYMENT: Yes No IF NO, HOLD FOR FUTURE USE? Yes No

IF YES, START DATE: _____ START SALARY: _____

HUMAN RESOURCES SIGNATURE: _____ DATE: _____

PLEASE PRINT

I. PERSONAL

LAST NAME	FIRST	MIDDLE	EMAIL ADDRESS
PRESENT ADDRESS (NUMBER, STREET, CITY, STATE , ZIP CODE)			TELEPHONE NUMBER
PERMANENT ADDRESS (IF DIFFERENT THAN PRESENT ADDRESS)			TELEPHONE NUMBER
ARE YOU 18 YEARS OF AGE OR OLDER? (If no, you will be required to show proof of eligibility to work.)			<input type="checkbox"/> Yes <input type="checkbox"/> No
ARE YOU LEGALLY ELIGIBLE TO WORK IN THE UNITED STATES? (Proof of US Citizenship or work authorization status will be required upon employment)			<input type="checkbox"/> Yes <input type="checkbox"/> No
NAME OF RELATIVE OR FRIENDS EMPLOYED BY BERNARDS TOWNSHIP			
HAVE YOU EVER BEEN EMPLOYED BY BERNARDS TOWNSHIP? IF YES, STATE WHEN.			<input type="checkbox"/> Yes <input type="checkbox"/> No

II. POSITION AND PERSONAL INTERESTS

POSITION APPLIED FOR	TITLE	SALARY DESIRED \$ _____ PER
ARE YOU EMPLOYED NOW? <input type="checkbox"/> Yes <input type="checkbox"/> No	DATE AVAILABLE TO START WORK	HOW WERE YOU REFERRED TO US?
WHAT KIND OF WORK DO YOU GENERALLY PREFER? (INTERESTS AND CAREER OBJECTIVES)		
COMPLETE IF DRIVING IS AN ESSENTIAL PART OF THE JOB BEING APPLIED FOR DO YOU HAVE A VALID DRIVER'S LICENSE? <input type="checkbox"/> Yes <input type="checkbox"/> No PLEASE SIGN TO INDICATE YOUR AUTHORIZATION FOR THE TOWNSHIP TO PERFORM A RECORD CHECK OF THE DIVISION OF MOTOR VEHICLES' FILES, UPON AN OFFER OF EMPLOYMENT BY THE TOWNSHIP:		

III. EDUCATION AND TRAINING

SCHOOL	NAME AND ADDRESS OF SCHOOL	COURSE OF STUDY	CIRCLE LAST YEAR COMPLETED	DID YOU GRADUATE?	LIST DIPLOMA OR DEGREE
HIGH SCHOOL OR EQUIVALENT			9 10 11 12	<input type="checkbox"/> Yes <input type="checkbox"/> No	
TECHNICAL OR COMMERCIAL			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
COLLEGE			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
OTHER (SPECIFY)			1 2 3 4	<input type="checkbox"/> Yes <input type="checkbox"/> No	
ARE YOU TAKING ANY COURSE OF STUDY NOW? IF YES, PROVIDE DETAILS: <input type="checkbox"/> Yes <input type="checkbox"/> No			DATE TO BE COMPLETED		
LIST ANY SCHOLASTIC HONORS, HONORARY SOCIETIES, FELLOWSHIPS AND SCHOLARSHIPS.					
DESCRIBE ANY SPECIALIZED TRAINING, APPRENTICESHIP, SKILLS OR EXTRA-CURRICULAR ACTIVITIES (i.e. EMT or fire fighting training and participation, etc.) Exclude those that indicate race, religion, sex, age, national origin or other protected classification.					
IF YOU HAVE EMT OR FIRE FIGHTING CERTIFICATION, WOULD YOU BE WILLING TO VOLUNTEER FOR THE TOWNSHIP DURING YOUR WORKDAY?				<input type="checkbox"/> Yes <input type="checkbox"/> No	
WHAT COMPUTER SKILLS DO YOU HAVE AND WHAT OFFICE MACHINES CAN YOU USE? (IF APPLICABLE)					

IV. EMPLOYMENT HISTORY

Please account for all periods of employment, including U.S. Armed Forces experience, periods of travel, and self-employment. List present or last employer first. If more space is desired, please use an additional application.

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER? NOW [] AT A LATER DATE [] NOT AT ALL []					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER? NOW [] AT A LATER DATE [] NOT AT ALL []					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER? NOW [] AT A LATER DATE [] NOT AT ALL []					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER? NOW [] AT A LATER DATE [] NOT AT ALL []					

NAME OF EMPLOYER		ADDRESS OF EMPLOYER		DATE EMPLOYED	
				FROM	TO
				/	/
				MONTH YEAR	MONTH YEAR
TELEPHONE OF EMPLOYER	SUPERVISOR'S NAME & TITLE		DEPARTMENT		
YOUR POSITION OR TITLE:			REASON FOR LEAVING:		
MAY WE CONTACT EMPLOYER? NOW [] AT A LATER DATE [] NOT AT ALL []					

V. OUTSIDE ORGANIZATIONS

ARE YOU AFFILIATED WITH ANY OTHER COMPANY THAT REQUIRES WORK OF YOU?
 Yes No IF YES, PLEASE EXPLAIN

ARE YOU ENGAGED IN ANY PERSONAL BUSINESS OR ENTERPRISE?
 Yes No IF YES, PLEASE EXPLAIN

IN WHAT BUSINESS, PROFESSIONAL OR SCIENTIFIC ASSOCIATIONS DO YOU HOLD MEMBERSHIP? Exclude those that indicate race, religion, sex, age, national origin or other protected classification.

WHAT PROFESSIONAL LICENSES DO YOU HOLD?

DESCRIBE ANY OTHER EXPERIENCE THAT MIGHT BE HELPFUL IN CONSIDERING YOUR APPLICATION. (Other work experience, internships, school activity, apprenticeships, etc.)

VI. REFERENCES Exclude relatives but provide three (3) persons not previously mentioned who are most familiar with your work, ability and training.

NAME	RELATIONSHIP	POSITION	ADDRESS	TELEPHONE

VII. ESSENTIAL FUNCTIONS **DO NOT ANSWER THIS QUESTION WITHOUT FIRST REVIEWING THE JOB DESCRIPTION**

ARE YOU ABLE TO PERFORM THE ESSENTIAL REQUIREMENTS OF THE JOB, WITH OR WITHOUT REASONABLE ACCOMODATION? Yes No

VIII. RELEASE OF APPLICATION

IF YOU ARE UNSUCCESSFUL IN YOUR CANDIDACY FOR A POSITION WITH THE TOWNSHIP, DO YOU WISH YOUR APPLICATION TO BE DISCLOSED? Yes No

IX. APPLICANTS STATEMENT

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. I release former employers and others from any liability that might arise from the disclosure of information.

I understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause.

I understand that misrepresentation or omission of facts called for is basis for township refusal to process application further or, in the event of employment, cause for dismissal. I fully and completely understand that as a condition of employment, I must be able to perform all the duties of the position applied for. I also understand that if employed, by the township, I must abide by all rules and regulations of the employer.

Signature of Applicant: _____ Date: _____