

SUMMER JOB PROGRAMS

SEASONAL PART TIME – SECAUCUS RESIDENTS ONLY



The online application is now available for Secaucus high school and college students to apply for various seasonal part time summer jobs. Apply online at: <https://secaucusnj.gov/apply>

PAPER APPLICATIONS WILL NOT BE ACCEPTED. ALL SELECTED APPLICANTS WILL RECEIVE AN EMAIL VIA ADP NO LATER THAN APRIL 30TH. PLEASE REGISTER AND SUBMIT ALL DOCUMENTS WITHIN 7 DAYS OF EMAIL RECEIPT.

Summer Camp programs operates from July 1st to August 9th, 2024, Monday -Friday

Counselors for:

- Day Camp: 7:45am-4:30pm
- Extended Camp: 3:00 pm-6:00 pm
- One to One Aide for children with disabilities

Requirements:

- **Applicants must be 16 years old by June 30 (no exceptions) to be eligible to apply.**
- Participate in recreation, sports, and supervise children on field trips.
- Be a role model to campers in attitude and behavior through appropriate appearance, words, and action.

Counselors for:

- Arts & Craft
- Game On
- Monday -Friday 8:30-2:30 (45-minute break between sessions) 2 sessions per day

Requirements:

- **Applicants must be 15 years old by June 30 (no exceptions).**
- Enjoy working with children.
- Lead by example maintaining a positive attitude and fun atmosphere while overseeing assigned group.

If you are hired for the first time or looking to return, you must be available to work the entire six (6) weeks the programs operate. Apply online at:

Applications for the **Summer Camp Programs** will be accepted from March 22nd – April 21st. All applications will be reviewed, and applicants **selected** will be notified via email through **ADP onboarding** by mid-April. Please provide correct email address to ensure proper enrollment. Applicants hired under the age of 18 require working papers via website: <https://njlwdwfd.my.site.com/njyoungworkers/s/> and applicants over the age of 18 will be subject to a background check.

*All Coordinators and Counselors hired must attend a mandatory orientation and training prior to the start of the Summer Camp Programs. The orientation is on May 30th, 2024, at 6:30 PM at 1200 Koelle Blvd, Secaucus, NJ 07094 (Recreation Center)

Swim Club:

Lifeguards

- **Applicants must be 15 years old by May 1st, or older to apply.**
- Must have lifeguard training, certified in CPR/AED, and First Aid Training.
- Maintain the safety of patrons in and around the pool.
- Perform rescues in the event of drowning or swimming accidents.
- Walking and sitting post.
- Perform various maintenance duties as directed to maintain and ensure that the grounds are clean.
- Cleaning and skimming of all swimming pools when needed.
- Maintain all lifeguard equipment.

Applications will be accepted until **April 21st, 2024**. All applications will be reviewed, and candidates selected for hire will be notified in mid-April. Applicants hired under the age of 18 require working papers which will be via website and applicants over the age of 18 will be subject to a background check.

The orientation is May 14th at 6:30 PM at 1200 Koelle Blvd, Secaucus, NJ 07094 (Recreation Center)

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The Town of Secaucus is an Equal Opportunity Employer