

**STATE OF NEW JERSEY
SUMMER EMPLOYMENT PROGRAM**

Dear Applicant:

The New Jersey State Summer Employment Program is designed to provide summer job opportunities to any person over 16 years of age. Every effort will be made to place applicants; however, hiring preference will be given to New Jersey residents. Employment for those between the ages of 16 and 18 is limited to positions where job duties and work schedules are permissible by law.

Job opportunities include positions in the following State Parks. *Please indicate your park preference on the application. **[A check mark indicates swimming area/lifeguard positions available.]**

<p><u>BURLINGTON COUNTY</u></p> <ul style="list-style-type: none"> ✓ Bass River State Forest (New Gretna) Brendan T. Byrne State Forest (New Lisbon) ✓ Wharton State Forest (Hammonton/Atsion/Batsto) 	<p><u>MORRIS COUNTY</u></p> <ul style="list-style-type: none"> ✓ Hopatcong State Park (Landing) Stephens State Park (Hackettstown) Hacklebarney State Park (Long Valley)
<p><u>CAPE MAY COUNTY</u></p> <ul style="list-style-type: none"> ✓ Belleplain State Forest (Woodbine) Cape May Point State Park (Cape May Point) 	<p><u>OCEAN COUNTY</u></p> <ul style="list-style-type: none"> Barnegat Lighthouse State Park (Barnegat) Forked River State Marina (Forked River) ✓ Island Beach State Park (Seaside Park)
<p><u>HUDSON COUNTY</u></p> <ul style="list-style-type: none"> Liberty State Park (Jersey City) 	<p><u>PASSAIC COUNTY</u></p> <ul style="list-style-type: none"> ✓ Ringwood State Park (Ringwood)
<p><u>HUNTERDON COUNTY</u></p> <ul style="list-style-type: none"> Bull's Island Recreation Area (Stockton) ✓ Round Valley Recreation Area (Lebanon) ✓ Spruce Run Recreation Area (Clinton) Voorhees State Park (Glen Gardner) 	<p><u>SALEM COUNTY</u></p> <ul style="list-style-type: none"> Fort Mott State Park (Pennsville) ✓ Parvin State Park (Elmer)
<p><u>MERCER COUNTY</u></p> <ul style="list-style-type: none"> Washington Crossing State Park (Titusville) 	<p><u>SOMERSET COUNTY</u></p> <ul style="list-style-type: none"> Delaware & Raritan Canal State Park (Somerset)
<p><u>MIDDLESEX COUNTY</u></p> <ul style="list-style-type: none"> ✓ Cheesequake State Park (Matawan) 	<p><u>SUSSEX COUNTY</u></p> <ul style="list-style-type: none"> ✓ High Point State Park (Sussex) Kittatinny Valley State Park (Andover) ✓ Stokes State Forest (Branchville) ✓ Swartswood State Park (Swartswood) ✓ Wawayanda State Park (Highland Lakes)
<p><u>MONMOUTH COUNTY</u></p> <ul style="list-style-type: none"> Allaire State Park (Farmingdale) Leonardo State Marina (Leonardo) Monmouth Battlefield State Park (Manalapan) Spring Meadow Golf Course (Farmingdale) 	<p><u>WARREN COUNTY</u></p> <ul style="list-style-type: none"> Jenny Jump State Forest (Hope) Worthington State Forest (Columbia)

Seasonal Park Services positions may include: Maintenance, Office Worker, Visitor Services, Natural or Historic Educator and Lifeguards. Not all of these positions may be available at all parks. ****Please indicate your position preference.** Since the nature of the Park Service is to serve the public, these positions will

require evening, weekends and holidays. NOTE: All lifeguard applicants for the State Park Service positions are required to be tested by the Division of Parks and Forestry before an interview is granted. **The application deadline for all positions is March 1, 2010.**

The Americans with Disabilities Act of 1990 prohibits employers from discriminating against any qualified person on the basis of a disability. The State of New Jersey makes reasonable accommodations during all aspects of the employment process, such as attesting and interviews. The State also makes reasonable accommodations in the work environment to enable a person with a disability to perform the essential job functions and to participate equally with co-workers without disabilities. However, the State can only make reasonable accommodations when it is aware of a disability. It is up to you to inform the prospective employer if you need a reasonable accommodation. If you need a reasonable accommodation before the interview process begins, please inform the park office for which you are applying.

If you are at least 16 years old and are interested in the State of New Jersey Summer Employment Program, please complete the application and mail it to:

Office of the Governor
c/o Summer Employment Program – Parks and Forestry
P.O. Box 404
Trenton, NJ 08625-0404

State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title:	Seasonal Maintenance (April – October 2010)	Salary:	Starting at \$7.25/Hr.
Issue:	December 1, 2009	Closing:	March 1, 2010
Jurisdiction:	State of New Jersey	Vacancies:	To Be Determined

Examples of Work:

- Clean restrooms and bathhouses, which includes cleaning toilets and showers, sweeping and mopping floors and sanitizing sinks, toilets, showers and floors with disinfectant cleaner.
- Plunge clogged toilets.
- Stock paper towels and toilet paper in the restrooms.
- Clean windows on park buildings.
- Clean cabins and picnic areas.
- Clean charcoal grills.
- Pick up trash and debris.
- Empty trash cans and recycling bins.
- Mow lawn areas throughout the park.
- Plant flowers; water and weed flower beds.
- Prune trees and shrubs along roadways and within the park.
- Assist with landscaping around buildings.
- Paint signs, cabins and other structures.
- Assist with set up for special events (e.g., set up tables and chairs, cones for parking, post special signs).

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Maintenance positions are required to work outdoors in all types of weather conditions, often in wooded areas of a park. Seasonal Maintenance employees may come in contact with insects and wildlife.

Seasonal maintenance employees are required to purchase some uniform components (for example: spruce green pants). It is recommended that you discuss uniforms during an interview.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to operate power mowers. Ability to learn to use power tools and equipment as instructed by supervisor.

Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island
Hudson County	Liberty
Mercer County	Washington Crossing, D&R Canal
Monmouth County	Allaire, Cheesequake, Leonardo, Monmouth Battlefield, Spring Meadow Golf Course
Morris County	Hacklebarney, Hopatcong
Ocean County	Barnegat, Forked River, Island Beach
Passaic County	Ringwood
Salem County	Fort Mott, Parvin
Sussex County	High Point, Kittatinny Valley, Stokes, Swartwood, Wawayanda
Warren County	Jenny Jump, Worthington

Application follows on Page 13 & 14

For information, please contact the New Jersey Division of Parks & Forestry by:
Telephone: (609) 984-9487 OR E-mail: gerry.davies@dep.state.nj.us

State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title: Seasonal Office Worker **Salary:** Starting at \$7.25/Hr.
(April – October 2010)

Issue: December 1, 2009 **Closing:** March 1, 2010

Jurisdiction: State of New Jersey **Vacancies:** To Be Determined

Examples of Work:

- Provide information and assistance to visitors over the phone and in person.
- Answer telephones.
- Issue camping permits.
- Assist with billing, payroll and filing.
- May prepare daily deposits and complete necessary forms.
- Operate radio communication equipment to contact and speak with park employees.
- Prepare correspondence.
- Operate office equipment, such as computer, copy machine, fax machine, etc.
- May work in a non-air conditioned toll booth to collect fees.

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Office Workers are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to collect money, make change and answer the telephone. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island

Hudson County
Mercer County
Monmouth County

Morris County
Ocean County
Passaic County
Salem County
Sussex County

Warren County

Liberty
Washington Crossing, D&R Canal
Allaire, Cheesequake, Leonardo,
Monmouth Battlefield, Spring Meadow Golf Course
Hacklebarney, Hopatcong
Barnegat, Forked River, Island Beach
Ringwood
Fort Mott, Parvin
High Point, Kittatinny Valley, Stokes,
Swartswood, Wawayanda
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State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title: Seasonal Visitor Services **Salary:** Starting at \$7.25/Hr.
(April – October 2010)

Issue: December 1, 2009 **Closing:** March 1, 2010

Jurisdiction: State of New Jersey **Vacancies:** To Be Determined

Examples of Work:

- Alert visitors to regulations within a park and provide information.
- Assist with trash pickup and cleaning of staff areas.
- Interact with visitors outdoors for long periods of the day.
- Report emergencies.
- Perform visual inspections of parks facilities and grounds.

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Visitor Services positions are required to work outdoors in all types of weather conditions, often at a beach or in wooded areas of a park. Seasonal Visitor Service employees may come in contact with insects and wildlife.

Seasonal Visitor Services employees are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to learn and perform radio procedures. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River, Brendan T. Byrne
Cape May County	Belleplain, Cape May Point
Hunterdon County	Round Valley, Spruce Run, Voorhees, Bull's Island

Hudson County
Mercer County
Monmouth County

Morris County
Ocean County
Passaic County
Salem County
Sussex County

Warren County

Liberty
Washington Crossing, D&R Canal
Allaire, Cheesequake, Leonardo,
Monmouth Battlefield, Spring Meadow Golf Course
Hacklebarney, Hopatcong
Barnegat, Forked River, Island Beach
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State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title:	Seasonal Lifeguard (April – October 2010)	Salary:	Starting at \$8/Hr.
Issue:	December 1, 2009	Closing:	March 1, 2010
Jurisdiction:	State of New Jersey	Vacancies:	To Be Determined

Examples of Work:

- Perform lifeguard functions, including scanning waters, rescuing swimmers and searching for missing persons at a swimming area.
- Perform CPR and first-aid; administer oxygen and use automatic external defibrillator (AED).
- Clean and rake the beach daily to remove litter and trash, which includes paper, soiled diapers, seaweed, food, driftwood and other items left by park visitors.
- Maintain daily records and inventory of supplies.
- Make daily announcements to park visitors of the rules and regulations for the swimming area.
- Assist with maintenance of lifeguard equipment.
- Perform required physical training on a daily and weekly basis.

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Lifeguard positions are required to work outdoors at a beach in all types of weather conditions.

The majority of Lifeguard uniform components and supplies are issued by the State Park Service. However, there are some uniform components that must be purchased by the employee (for example: sweat suits, canvas hats and jackets). It is recommended that you discuss uniforms during an interview.

Seasonal employees who are hired as Lifeguards must have a medical consent form completed by a licensed, practicing doctor (MD or DO) **at the employee's expense** before beginning work.

Requirements: Satisfactory completion of the New Jersey State Park Service written and performance Lifeguard examinations, and CPR, oxygen administration, first-aid and automatic external defibrillator (AED) training. The lifeguard performance examination consists of: swimming 500 meters in 10 minutes or less, using a swimming stroke performed on the front only, and running 400 meters in 1 minute 40 seconds or less. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: The New Jersey State Park Service trains and obtains United States Lifesaving Association (USLA) certification for all Seasonal Lifeguards who are hired and successfully complete the requirements of the position.

Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
Atlantic County	Wharton
Burlington County	Bass River
Cape May County	Belleplain
Hunterdon County	Round Valley, Spruce Run
Monmouth County	Cheesequake
Morris County	Hopatcong
Ocean County	Island Beach
Passaic County	Ringwood
Salem County	Parvin
Sussex County	High Point, Stokes, Swartswood, Wawayanda

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For Lifeguard test dates, times and locations [LINK TO DEP DPF WEB SITE](#). No appointment necessary; just report to the test site. If you are under age 18, you must present a parental consent form prior to being tested.

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State Park Service
Division of Parks & Forestry
New Jersey Department of Environmental Protection
Summer Seasonal Jobs

Title:	Seasonal Natural or Historic Educator (April – October 2010)	Salary:	Starting at \$7.25/Hr.
Issue:	December 1, 2009	Closing:	March 1, 2010
Jurisdiction:	State of New Jersey	Vacancies:	To Be Determined

Examples of Work:

- Conduct nature and/or historic tours, both indoors and outdoors.
- Assist in the preparation of public information materials, handouts and displays.
- Demonstrate, perform and interpret a craft.
- Assist in cataloging artifacts.
- Participate in special events/interpretive programs sponsored by the park.
- Conduct research and articulate results in written report format.

Note: Seasonal employees are assigned varied shifts that may go into the evening hours and may be assigned non-consecutive days off, such as a Monday and Wednesday. Seasonal employees are required to work weekends and holidays.

Seasonal Natural or Historic Educators may be required to work outdoors in all types of weather conditions, often in wooded areas of a park. Seasonal Natural or Historic Educators may come in contact with insects and wildlife.

Seasonal Natural or Historic Educators are required to purchase some uniform components (for example: khaki or spruce green pants and white collared shirt). It is recommended that you discuss uniforms during an interview.

Requirements: Ability to learn and apply rules, regulations, policies and procedures. Ability to learn the natural and/or historic resources of an area and communicate that knowledge to the public. Ability to read, write, speak, understand and communicate English sufficiently to perform the duties of the position. Minimum age 16.

License: Appointees will be required to possess a driver's license valid in the United States only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Locations of Vacancies:

<u>County</u>	<u>State Park, Forest, Recreation Area or Marina</u>
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Application Deadline: March 1, 2010

Please Printout on Legal Size Paper

You must be at least 16 years of age by March 1, 2010

**STATE OF NEW JERSEY
SUMMER EMPLOYMENT PROGRAM**

Name: _____

County: _____

Last

First

Middle

Address: _____ City: _____ State: _____

Zip: _____

E-Mail Address:

Home Telephone: (____) _____

Cell Phone:

(____) _____

Will you be at least 16 years of age by March 1, 2010? _____ Yes

_____ No

Do you possess a Driver's License valid in the United States? _____ Yes _____ No

Where did you learn about this opportunity? _____ Internet _____ School _____ Department of Labor _____ Other

Gender: _____ Male _____ Female

Check the group you are a member of: _____ White (Non Hispanic) _____ Black (Non Hispanic) _____ Hispanic
_____ Asian or Pacific Islander _____ American Indian or Alaskan Native

NOTE: *This information will be used solely for the purpose of compliance with the Equal Opportunity guidelines and the New Jersey State Affirmative Action Program.*

EDUCATION

Name of School

Area of Study

Degree or Certificate

High School			
College			

Languages Spoken:

Special Training Completed:

_____ First Aid Certificate _____ Red Cross Lifesaving Certificate _____ Special Education Teaching Certificate

Operation of Office Machines: _____ Copier _____ Fax _____ Computer
_____ Typewriter

Operation of Lawn/Maintenance Equipment: _____ Yes _____ No
Please

Explain _____

EMPLOYMENT HISTORY (Use additional sheets if necessary)

Name and Address of Employer Telephone # Dates Type of Work

Name and Address of Employer	Telephone #	Dates	Type of Work

*Please indicate your Park preference: 1 _____ 2 _____ 3 _____

_____ (See front of application)

**Position preference: (See front of application)

Date available for employment: _____/_____/_____

Will you be able to work weekends beginning in April? _____ Yes _____ No

Working weekends, holidays and possible evenings are a requirement of this position

Do you need transportation? _____ Yes _____ No
(This does not guarantee transportation will be provided)

Please note that transportation maybe the responsibility of the applicant.

Do you have an adult criminal record? _____ Yes _____ No If yes, please give details.
(Use additional sheets if necessary)

Applicant's criminal conviction record will only be considered to the extent that the conviction is related to the employment sought.

Are you a US Citizen? _____ Yes _____ No
If no, are you able to work in this country? _____ Yes _____ No

I certify that the above information is correct.

Applicant's Signature _____ Date _____

The State of New Jersey is an Equal Opportunity Employer