



# Township of Bernards

1 Collyer Lane, Basking Ridge, NJ 07920

908-766-2510 • [www.bernards.org](http://www.bernards.org)

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## JOB POSTING

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**POSTING DATE:** 02/01/2024

**APPLICATION DEADLINE:** Until position filled

<b>POSITION:</b> Summer Intern	<b>POSITION TYPE:</b> Seasonal
<b>DEPARTMENT:</b> Parks & Recreation	<b>POSITION REPORTS TO:</b> Assistant Director & Program Manager
<b>HOURS:</b> 40 hours/week	<b>SALARY:</b> \$16.00/hour
<b>SCHEDULE:</b> Monday – Friday, some evenings & weekends	

### **PRINCIPAL DUTIES:**

Provides a wide variety of tasks to assist with various Department programs, events and services and directly coordinates the Counselor-in-Training Program and events and activities held at Pleasant Valley Pool.

### **JOB REQUIREMENTS:**

Ability to develop, plan and execute the volunteer Counselor-in-Training Program and a calendar of events and activities for patrons of Pleasant Valley Pool. Ability to assist with various aspects of the Summer Recreation Program and act as a substitute on-site supervisor if needed. Capable of assisting with the planning and implementation and attendance at various seasonal special events. Must be able to utilize software to assist with the processing of household information and fees related to Department functions including registrations, reservations, and memberships. Ability to communicate effectively with patrons and provide them with proper information. Ability to maintain effective working relationships with supervisors, co-workers, patrons and the public. Ability to work in outside weather conditions exposed to heat, cold, wet or humid conditions.

### **EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS:**

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

**Licensing &/or Certification:** A valid appropriate driver's license.

**Experience:** Experience in delivering youth recreation programs preferred.

**Special Requirements:** Must be available to attend evening and weekend special events as scheduled.

**\*\*\*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](mailto: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.



# Township of Bernards

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## JOB DESCRIPTION

<b>JOB TITLE:</b> Summer Intern	<b>DATE:</b> February 2024
<b>DEPARTMENT:</b> Parks & Recreation	<b>REPORTS TO:</b> Assistant Director & Program Manager
<b>JOB STATUS:</b> Seasonal	<b>HOURS/WEEK:</b> 40/hours per week
<b>SALARY:</b> \$16.00/hour	<b>SCHEDULE:</b> Monday – Friday, some evening and weekends.

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

Provides a wide variety of tasks to assist with various Department programs, events and services and directly coordinates the Counselor-in-Training Program and events and activities held at Pleasant Valley Pool.

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

**WORKING CONDITIONS:** *The tasks, duties and responsibilities of the position that are most important to get the job done.*  
Work is conducted at the Recreation Office, Pleasant Valley Pool, and summer program site locations. Ability to work in an outside weather environment with exposure to heat, cold, wet, or humid conditions.

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

- Develop, plan, and execute the volunteer Counselor-in-Training Program including, but not limited to, advertisement, candidate selection, training, and supervision throughout the program.
- Develop, plan, and execute a calendar of events and activities for patrons of Pleasant Valley Pool including, but not limited to, schedule preparation, publicity, orders and inventory, and on-site implementation.
- Assist with various aspects of the Summer Recreation Program including, but not limited to, calendar preparation, orders and inventory, orientation and meetings, participant communication and on-site observation. Acts as a substitute on site supervisor if needed.
- Assist with planning and implementation of various seasonal special events.
- Utilize software to assist with the processing of household information and fees related to Department functions including registrations, reservations, and memberships.
- Performs general office assistance – typing correspondence, filing, maintaining various records and databases, and other related tasks.
- Other duties as assigned.

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

- Ability to follow written and oral instructions and independently complete work assignments.
- Ability to read, write, speak, understand, and communicate in English sufficiently to perform the duties of the position.
- Basic computer knowledge with the ability to learn to utilize specialized software essential to operations.
- Ability to maintain effective working relationships with supervisors, co-workers, patrons, and the public.
- Ability to work in outside weather conditions exposed to heat, cold, wet, or humid conditions.
- Ability to regularly lift and/or move up to 10 pounds and frequently lift and or move up to 50 pounds.

**EDUCATION, EXPERIENCE & SPECIAL REQUIREMENTS:** *Minimum required to perform the job.*

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

**Licensing &/or Certification:** A valid appropriate driver's license.

**Experience:** Experience in delivering youth recreation programs preferred.

**Special Requirements:** Must be available to attend evening and weekend special events as scheduled.



Bernards Township

# APPLICATION FOR EMPLOYMENT

Administration Building: One Collyer Lane, Basking Ridge, NJ 07920 Fax 908-766-5762

The Township of Bernards considers applicants for all positions without regard to race, creed, color, religion, national origin, civil union status, gender identity or expression, age, marital or political status, disability or handicap, sex or sexual orientation or any other category protected by federal, state or local law or regulation.

(Please clearly print or type all information)

Application Date: \_\_\_\_\_

Name: \_\_\_\_\_

Position Applied For: Summer Intern

Department: PARKS & RECREATION

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

Instructions for completing this application:

- Resumes can be submitted with the application however all questions on this application must be fully answered. Do not indicate "See Resume" on any part of this application and then leave sections blank. This application requests more information that can be obtained from a resume.
- If a question does not apply, please write N/A
- Please indicate the specific position for which you are applying. If you are not applying for a specific job opening, please provide some indicator of the type of work for which you are looking (ex. Administrative, management) and/or the department of interest (ex. Clerk, Finance).
- Do not abbreviate the name of your employers or education. Provide complete addresses and telephone numbers for all employers, and references.
- Be sure to sign and date this application.

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

PLEASE NOTE: Due to the large number of applications we receive, only those candidates being considered for an interview will be contacted.

**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: \_\_\_\_\_

## I. PERSONAL

LAST NAME	FIRST	MIDDLE	EMAIL
PRESENT ADDRESS (NUMBER, STREET, CITY, STATE , ZIP CODE)			TELEPHONE NUMBER
PERMANENT ADDRESS (IF DIFFERENT THAN PRESENT ADDRESS)			TELEPHONE NUMBER – CELL
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 / MONTH YEAR		TO / 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 / MONTH YEAR		TO / 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 / MONTH YEAR		TO / 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 / MONTH YEAR		TO / 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 / MONTH YEAR		TO / 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. APPLICANT'S 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: \_\_\_\_\_