



Englewood

**Human
Resources**

P.O. Box 228 • Englewood, N.J. 07631 • (201) 871-6660 • Fax (201) 541-5424

DATE: February 7, 2020
TO: All Interested Parties
FROM: Human Resources
SUBJECT: Parks & Recreation Summer Employment

The City of Englewood Department of Parks and Recreation has the following positions for summer employment:

Camp Positions:

Director – Teen Travel Camp **Up to \$9000**
Counselor – Head **Up to \$6500**
Counselor – Day Camp **Up to \$4500**
Counselor – Jr. Day Camp **Up to \$4000**

Camp Aquatics:

Director – Aquatics **Up to \$9900**
Asst. Director – Aquatics **Up to \$7650**
Lifeguard – Head **Up to \$6500**
Lifeguard – Basic **Up to \$4500**
Lifeguard – WSI **Up to \$5500**

Maintenance Positions:

Maint. – Facility Monitor **Up to \$3000**
Maint. – Camp **Up to \$3000**
Maint. – Park **Up to \$2500**
Maint. – Sr. Pool **Up to \$2750**
Maint. – Jr. Pool **Up to \$2250**

Administrative Positions:

Pool Attendant – Supervisor **Up to \$3250**
Pool Attendant – Sr. **Up to \$2750**
Pool Attendant – Jr. **Up to \$2250**
Summer Office Asst – Sr. **Up to \$3750**
Summer Office Asst – Jr. **Up to \$2500**

SUMMER HOURS OF OPERATION

SunFun Day Camp: June 25 th – August 28 th	Mon – Fri	8:30am – 5:30pm
Municipal Pools: June 25 th – September 7 th	Sun-Thu	1:00pm - 6:00pm
	Fri & Sat	1:00pm - 8:00pm
Summer Office: June 1 st – September 7 th	Mon-Fri	9:00am – 5:00pm
	Sat	10:00am-3:00pm

REQUIRED AVAILABILITY

Camp counselors & aquatic staff must be available to work weekdays, with multiple three-day, overnight campouts.

Camp maintenance must be available to work three days per week, from 8:30pm-5:30pm.

Park and Pool Maintenance must be available to work rotating shifts, 7 days per week from:

- 7:00am -12pm
- 10:00am-3:00pm
- 11:00am – 4:00pm
- 3:00pm - 8:00pm

Pool Attendants must be available to work rotating shifts, 7 days per week, in accordance to the municipal pool hours of operation.

Summer Office Assistants must be available to work rotating shifts, 7 days per week, in accordance to the summer office hours of operation.

CONTACT:

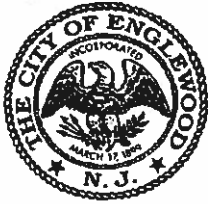
For **camp counselor and aquatic positions**, email your resume and/or letter of interest to merle@cityofenglewood.org

For **maintenance positions**, email your resume and/or letter of interest to twarren@cityofenglewood.org

For **administrative positions**, email your resume and/or letter of interest to jricca@cityofenglewood.org

Preference will be given to City of Englewood residents.

Job descriptions follow.



Englewood

Department of Parks & Recreation 130 W. Englewood Ave • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 781-0784

Job Title: SunFun Teen Travel Camp Director
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

The Director will assist with the planning, organization and implementation of camp activities. They will supervise, monitor and participate in all activities including field trips, arts and crafts, sports and games. While doing so, the director is expected to serve as an appropriate role model for children in his/her care.

Duties and Responsibilities:

- Plan and lead daily activities for participants (ages 11-14) enrolled in programs.
- Complete and turn in weekly reports and activity plans for assigned program site, including but not limited to weekly log sheets, discipline reports, accident reports and supply requests.
- Supervise day-to-day operation of assigned site.
- Supervise all aspects of campers' day.
- Provide direction and assignments to Camp Counselors at assigned site.
- Serve as main staff contact for parents at assigned site.
- Organize weekly staff meetings.
- Prepare and conduct pre-camp and in-service staff trainings.
- Order and supervise the ordering of supplies and equipment, and arrange for proper distribution.
- Set and supervise opening- and closing-day procedures for staff and campers.
- Prepare an evaluation and summary of current season including inventories, staff evaluations, camper reports, and recommendations for the following season.
- Define and monitor crisis management plan, including emergency procedures.
- Help provide an atmosphere for developing good morale and well-being among the camp family.
- These are not the only duties to be performed. Some duties may be reassigned and other duties may be assigned as required.

Qualifications:

- At least two years of study at a college in the field of recreation, elementary education, physical fitness, art, music, drama, or related field referred
- Director certification by the American Camping Association preferred
- Current CPR and first aid certifications
- At least one season of camp administrative experience (i.e. unit leader, head counselor)
- Ability to supervise staff and campers
- Ability to meet the public
- Ability to plan, originate, organize, and carry out daily and special programs

Work Hours:

Monday through Friday 8am to 6pm



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Job Title: Head Camp Counselor
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

Under the direction of the Day Camp Director, provides oversight and guidance to counselors. Assists Camp Director in development and implementation of daily camp activities.

Duties and Responsibilities:

- Apply the rules of SunFun Day Camp and where disciplinary action is required. Report to the camp director following the “organizational structure”.
- Shall be at the program site by 8:00am each day, and not leave until 5:30pm each day.
- Observe each camper daily and check for cuts, bruises, skin rashes, or other indications of illness or injury.
- Ride the bus at least once a week, providing songs, games, and stories, in addition to enforcing safety precautions during the trip, assign buddy, and practice lost camper drills.
- Help the campers with daily self-maintenance tasks: i.e. collecting lunches upon arrival at camp and eating lunch together, helping campers prepare for swimming, and being sure all personal belongings get home each night.
- Provide overnight supervision at annual Camp-Out.
- Offer guidance in-group and camp-wide activities.
- Assist with swim lessons for assigned groups, and during free swim conduct buddy checks every 10 minutes.
- Keep camp supplies and equipment in good shape, including putting them away when finished with a project.
- Participate in all training activities that are provided by the camp aids in personal growth and skill development (including pre-camp orientation).
- Provide leadership and guidance to a group of eight to twelve day campers.
- Maintain a positive working relationship with other staff assigned to your group.
- These statements and duties are not to be taken as the final and only work to be done by staff members. Frequently it is necessary for individual staff members to cooperate on a project, which is important for continued smooth operation of the camp. Such duties will be under the direction of the Camp Director.

Qualifications:

- Must be at least 18 years of age.
- Desire and ability to work with children, ages 5 – 14, outdoors
- Ability to relate to one's peer group
- Ability to accept supervision and guidance
- Ability to assist in teaching an activity
- Good character, integrity, and adaptability
- Enthusiasm, sense of humor, patience, and self-control
- Should have the ability to control younger boys and girls without physical contact or force
- Auditory and visual ability to respond to critical incidents.
- Ability to perform routine first aid and tasks.
- Abilities to observe camper behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior management techniques.
- Physical ability to operate bus emergency exits.
- Ability to plan activities that help all campers in the group to experience success.



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Job Title: Day Camp Counselor
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

Under the direction of the Head Camp Counselor, the Counselor is responsible for assisting small and large group activities for the full summer of SunFun Day Camp. Directly responsible for the safety and supervision of children, ages 5 – 14 years old, who are assigned to the Counselor's group at all times.

Duties and Responsibilities:

- Attend all pre-season staff training sessions.
- Attend all staff meetings
- Assist in leading activities with small and large groups according to the daily schedule.
- Provide daily supervision to the program participants.
- Keep the Sr. Day Camp Counselor informed of any concerns and/or behavior issues within the program.
- Maintain a positive relationship with campers, parents, and staff.
- Promote the values of a positive role model for all campers.
- Keep a "Rainy Day Kit" (cards, coloring books, board games, etc.) handy every day.
- Care for and maintain all camp property and equipment used.
- Promote good personal relationships among campers.

Qualifications:

- Must be at least 17 years of age.
- Must have prior experience in day camp or recreational leadership with children.
- Experience in teaching camp activities including songs, crafts, games, nature, sports and the importance of fair play.
- A commitment to working with youth in a day camping outdoor environment.
- Should be creative in bringing new ideas to the program.
- Must be able to interact with parents and represent the Department of Parks and Recreation in all aspects.
- Must be able to lift up to 60 pounds.
- Must be able to act and move around the facility fast enough to keep children safe.
- Certification in Community First Aid and Safety is preferred.



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Job Title: Junior Day Camp Counselor
Location: Mackay Park/EPSD
Reports to: Camp Director

Job Description:

Under the direction of the Camp Director, the Junior Counselor is responsible for assisting Senior Counselors with small and large group activities for the full summer of SunFun Day Camp. This position works directly with children ages 5 - 12 years old. This position is directly responsible for the safety and supervision of their assigned group at all times.

Duties and Responsibilities:

- Attend all pre-season staff training sessions.
- Attend all staff meetings.
- Assist in leading activities with small and large groups according to the daily schedule.
- Provide daily supervision to the program participants.
- Keep the Camp Director informed of any concerns and/or behavior issues within the program.
- Maintain a positive relationship with campers, parents, and staff.
- Promote the values of a positive role model for all campers.
- Keep a "Rainy Day Kit" (cards, coloring books, board games, etc.) handy every day.
- Care for and maintain all camp property and equipment used.
- Promote good personal relationships among campers

Qualifications:

- Must be at least 18 years of age.
- Must have prior experience in day camp, or recreational leadership with children.
- Certification in Community First Aid and Safety is preferred.
- Experience in teaching camp activities including songs, crafts, games, nature, sports, and the importance of fair play.
- A commitment to working with youth in a day camping outdoor environment.

General Personal Traits:

The candidate must have the ability to work with people of all ages in both formal and informal settings. They should be knowledgeable in the camping programs they are assisting in, and should be creative in bringing new ideas to the program. The candidate should be energetic and have a positive attitude, looking for the best in themselves and in the people around them. They must be able to interact with parents, and represent the Recreation in all aspects. They must also be positive and nurturing to children, and should be able to set consistent limits for the children.



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Job Title: Aquatics Director
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

The Summer Camp Aquatics Director will oversee camp activities and operations in both Tryon and Mackay pools, during camp hours. The Aquatic Director is responsible for creating, organizing, and implementing aquatic programs such as swim testing, swimming lessons, special events, and recreational swimming. The Director must be Lifeguard and WSI certified and must have prior leadership experience supervising aquatics staff as well as working with children ages 5-14.

Duties and Responsibilities:

- Plans and organizes personal teaching methods that support those provided by the Aquatics Manager and American Red Cross.
- Able to follow curriculum and meet deadlines in a timely manner
- Establishes positive relations with students and parents, helping them recognize and understand developments and achievements
- Enforces pool safety standards and facilities operational rules for all individuals using the facilities
- Completes and submits record of all operational rules for all individuals using the facilities
- Performs related duties as required



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Job Title: Aquatics Assistant Director
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

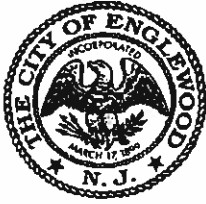
We are currently seeking an Assistant Aquatics Director for our SunFun Day Camp 2020. The Assistant Aquatics Director, reporting to the Aquatics Director, assists in the overall management of the pool complex and aquatics and boating programs, equipment, and safety - ensuring that a safe and high-quality swim program is provided to the SunFun Day Camp. As a supervisor, this person will be expected to help foster a culture that values cooperation and respect, inspires team morale, and encourages staff to produce quality work in their commitment to SunFun Day Camp mission of enhancing the camp experience for the day campers.

Duties and Responsibilities:

- Assist with pre-camp pool set up, and post camp break down.
- Have primary responsibility for administrative paperwork.
- Assist the Aquatics Director in supervising and training the aquatics staff.
- With the Aquatics Director, ensure there is always appropriate supervision as per DOH regulations during swim periods.
- Be prepared for emergencies, know how to follow and activate the emergency action plan.
- Assist in maintaining the physical facilities and equipment at the pool complex including:
- Ensure Aquatics Director & Director of Camp Services are aware of all program and personnel issues.
- Daily check in with Aquatics Director on how teams are doing, maintain records of swag, recognize when lifeguards go above and beyond, or need to be spoken to for improvements.
- Provide first aid to campers and staff when necessary
- Handle incidents when they arise, including but not limited to cleaning up bodily fluids, making saves, etc.

Qualifications:

- Experienced lifeguard/swim instructor
- Customer-oriented
- 5+ years supervisory experience
- Experience with Red Cross Swim Instruction program
- Experienced working with children
- Ability to teach all levels of classes for children of all ages
- Lifeguard instructor trainer preferred
- 4-Year college degree preferred
- Lifeguard Management certification a plus
- Current Lifeguard and AED/CPR certification
- Current WSI certification
- Familiarity with DOH regulations for camp aquatics programs



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Job Title: Head Lifeguard
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

Head Lifeguard is distinguished from the lower classification of Lifeguard, Instructor in that the Head Lifeguard supervises the work of volunteers, Aquatic Aides, Lifeguards and Instructors at swimming facility. Under supervision, supervise, train, schedule and evaluate the staff assigned to a swimming facility; perform lifeguard and related duties; provide swimming instruction; and perform other duties as required.

Duties and Responsibilities:

- Supervise, organize, motivate, assist with hiring, schedule and evaluate the staff.
- Insure that safety standards, sanitary requirements and regulations are enforced.
- Prepare and maintain routine reports on staff and operations.
- Prepare staff schedules.
- Supervise the care and maintenance of swim lesson and lifesaving equipment.
- Inventory equipment and supplies.
- Enforce water safety rules and regulations.
- Perform rescues.
- Perform first aid and resuscitation.
- Act as a liaison between the public, staff, and office personnel.
- Suggest program improvements.
- Supervise routine maintenance.
- Plan and facilitate staff meetings and in-service training.
- Handle registration and general daily functions of an aquatics facility.
- Notify supervisors of disturbances, emergencies and staff performance problems.
- Assist in the planning, organization, set up and tear down of accommodations for special events and facility rentals, assist supervisors as requested.

Qualifications:

- Swimming hazards;
- Lifeguard training techniques;
- First aid and Cardio-pulmonary Resuscitation (CPR);
- Techniques and principles of swimming instruction.
- Supervision and evaluation of staff.
- 520 hours of lifeguard experience.
- 260 hours of swimming instruction experience.
- Successfully complete all training provided by the department.

Work Hours:

- Monday through Friday 8am to 6pm



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Job Title: Lifeguard
Location: Mackay Park
Reports to: Camp Director

Job Description:

Under general supervision, ensures the safety of patrons of an aquatic facility by preventing and responding to emergencies.

Duties and Responsibilities:

- Maintains constant surveillance of patrons in the facility; acts immediately and appropriately to secure safety of patrons in the event of emergency.
- Provides emergency care and treatment as required until the arrival of emergency medical services.
- Presents professional appearance and attitude at all times, and maintains a high standard of customer service.
- Performs various maintenance duties as directed to maintain a clean and safe facility.
- Prepares and maintains appropriate activity reports.
- Performs miscellaneous job-related duties as assigned.

Qualifications:

- Less than high school with 6 months to 1 year experience directly related to the duties and responsibilities specified. CPR Certified, Current certification as Lifeguard by a recognized source of training.
- Ability to react calmly and effectively in emergency situations.
- Skill in the application of lifeguarding surveillance and rescue techniques.
- Ability to pass a pre-employment physical, skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and emergency medical procedures.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.



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Job Title: Water Safety Instructor
Location: Mackay Pool/Tryon Pool
Reports to: Camp Director

Job Description:

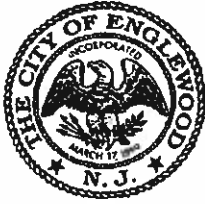
Under the direction of the Day Camp Director, plans, organizes and provides swimming and water safety instruction according to American Red Cross Water Safety Instructor qualifications for swim levels 1-6, Parent/Child Aquatics, safety outreach, basic water rescue, water safety today, home pool safety, and parent orientation.

Duties and Responsibilities:

- Plans and organizes personal teaching methods that support those provided by the Aquatics Manager and American Red Cross.
- Able to follow curriculum and meet deadlines in a timely manner
- Establishes positive relations with students and parents, helping them recognize and understand developments and achievements
- Enforces pool safety standards and facilities operational rules for all individuals using the facilities
- Completes and submits record of all operational rules for all individuals using the facilities
- Performs related duties as required

Qualifications:

- Must be at least 16 years of age
- Must be a certified American Red Cross Water Safety Instructor
- Is alert, attentive, responsible and able to communicate effectively with children and adults
- Able to work with little supervision



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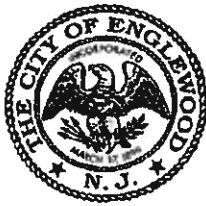
Job Title: Facility Monitor -Maintenance
Location: Summer Facilities – Mackay/Tryon Pool, Gatehouse, Field House, Mackay Pavilion, Ice Arena, etc.
Reports To: Recreation Director

Job Description:

- Provide a clean and safe experience for all guests.
- Be visible, interact with members, and provide great customer service.
- Follow Assignments/Expectations and complete items on Daily Checklist.
- Keep good records and follow all equipment rental procedures.
- Ensure building policies and procedures are being followed at all times.
- Perform rounds throughout the classrooms and gymnasiums, inspecting the facility for cleanliness, safety and security. Take immediate corrective action when appropriate.
- Carry out emergency procedures when necessary.
- Attend all training workshops as assigned.
- Perform other duties as assigned.

Qualifications:

- Must have excellent customer service skills.
- Must be able to lift 50lbs.
- Must be teachable and show a willingness to learn.
- Must be able to work in a team environment.
- Willingness to maintain a clean and safe work environment.
- Must be willing to work early morning, late evening, and/or weekend shifts.



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Job Title: Camp Maintenance
Location: Mackay Park
Reports To: Camp Director/ Maintenance Supervisor

Job Description:

Work in conjunction with the Maintenance Supervisor and other maintenance staff to provide garbage removal, and transport equipment, and any other required maintenance duties and projects. Provide cleaning services and paper supply re-stocking, when required, and assist in the Park Maintenance when needed. Work to maintain the overall safety, cleanliness and hygiene of the camp in order to ensure the well-being of campers and staff. Work as part of the Support Staff Team and part of the overall staff team by assisting in other areas of the camp as required and when available by participating in special camp-wide theme programs. Maintain professional boundaries with campers at all times. Adhere to and interpret to other staff and campers the policies and procedures of SunFun Day Camp, and to act as a positive role model at all times.

Duties and Responsibilities:

Daily Maintenance

- Restock paper products and soap in common buildings
- Sweep and mop the bathroom area
- Collect and dispose of garbage around site and in buildings before meals and throughout the day
- Assist with camp-wide work projects and maintenance jobs as assigned
- Assist in Camp Program Areas by checking equipment and program areas regularly for safety and cleanliness and reporting any unsafe conditions immediately
- Follow up on repairs and maintenance required as assigned by Camp Director

Supervision and Participation

- Meet regularly with the Maintenance Supervisor and/or Camp Director for debriefing and supervision sessions
- Assist in the planning and implementation of special camp-wide theme days, evening programs and other camp activities
- Participate fully as part of the overall staff team by working cooperatively with all other staff
- Support and interpret to other staff and campers all camp policies
- Act as a positive role model at all times
- Assist in the overall camp program by suggesting ideas, giving leadership when required and completing all duties as assigned

Other Duties

- Perform all other related duties as assigned by the Maintenance Supervisor or Camp Director



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Job Title: Park Maintenance
Location: Parks and Recreation
Reports To: Recreation Director

Job Description:

Under supervision of the maintenance supervisor perform a variety of general park maintenance work, including but not limited to, landscape and facility upkeep, custodial functions, general repairs, and other duties as assigned.

Duties and Responsibilities:

- Set up and clean-up of recreation programs and special events
- Clean restrooms, sweep and mop floors, clean windows, dump trash and other duties related to keeping facilities and landscape clean and orderly
- Operate light duty vehicles, power mowers, small power tools, and other equipment related to maintenance duties.

Qualifications:

Any combination of education and experience that would likely provide the knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills and abilities would be:

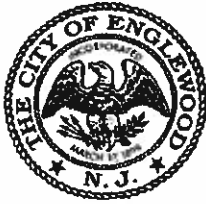
- High school diploma
- Two years' experience in general maintenance or related work.
- Experience in more than one construction trades.
- Must be finger printed and cleared
- Valid New Jersey Driver's License (throughout the duration of employment, maintain an acceptable driving record as assigned by the Department of Motor Vehicles)

Physical Activity:

- Lifting, pushing, pulling or carrying 60 to 100 pounds.
- The estimated working position is standing or walking 70% of the time.
- There will be some bending, kneeling, squatting, reaching overhead, climbing of stairs and ladders and crawling.
- Frequent negotiation of rough and uneven terrain
- Frequent handling and dexterity
- Reasonable accommodations provided

Desired Knowledge skills and abilities:

- Knowledge of maintenance procedures to keep facilities clean and orderly and in good condition,
- Knowledge of methods, tools and material used in caring for park and landscape and construction.
- Skill in handling tools and light- duty vehicles.
- Ability to follow written and oral instructions and complete assigned task efficiently and independently.
- Ability to perform heavy physical labor and to work indoors and outdoors.
- Ability to maintain good working relationship with the employees and patrons.



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Job Title: Senior Pool Maintenance
Location: Mackay Pool/Tryon Pool
Reports to: Maintenance Supervisor/Recreation Director

Job Descriptions:

Under general supervision perform routine work in pool maintenance and repair work in assigned area of pool equipment. Assist in managing pool chemicals. Must have 3 years prior experience.

Duties and Responsibilities:

- Sign in time sheets
- Clean boys and girls bathroom
- Clean out sinks
- Wipe stalls and toilets
 - In girls bathroom, empty sanitary napkin disposal
 - Sweep floors
 - Mop floors
 - Check for tissue and replace if necessary
- Skim pools and clear gutters of all leaves and debris/Vacuum Pool
- Scrub blue tile and mushroom if necessary
- Use blower to blow off deck and entrance area
- Set up lane ropes for adult swim
- Clean other bathrooms by the concession stand.
- Put cleaning supplies away and straighten up life guard room as needed.
- 12pm sign out sheets.
- Sign in time sheets
- Maintains pool chemistry and circulation at proper levels.
- Performs water tests, calibrates automation, and trains designated staff in procedures.
- Checks pumps and motors.
- Inspects and maintains chemical feed system; pool fittings, hardware; pool covers; waterslide.

Ability To:

- Work with chemicals or similar solutions such as liquid chlorine, muriatic acid, and soda ash using personal protective equipment;
- Perceive the full range of the color spectrum, such as when working with electrical wires or water testing color comparators;
- Communicate effectively and concisely, both orally and in writing



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Job Title: Junior Pool Maintenance
Location: Mackay Pool/Tryon Pool
Reports to: Maintenance Supervisor/Recreation Director

Job Description:

Under general supervision perform routine work in pool maintenance and repair work in assigned area of pool equipment.

Duties and Responsibilities:

- Sign in time sheets
- Clean boys and girls bathroom
 - Clean out sinks
 - Wipe stalls and toilets
 - In girls bathroom, empty sanitary napkin disposal
 - Sweep floors
 - Mop floors
 - Check for tissue and replace if necessary
- Skim pools and clear gutters of all leaves and debris
- Scrub blue tile and mushroom if necessary
- Assist with Pool Vacuum setup
- Use blower to blow off deck and entrance area
- Set up lane ropes for adult swim
- Clean other bathrooms by the concession stand.
- Put cleaning supplies away and straighten up life guard room as needed.
- 12pm sign out sheets.



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Job Title: Pool Attendant Supervisor
Location: Mackay Pool/Tryon Pool
Reports to: Administrative Assistant

Job Description:

Pool Attendant Supervisor is responsible for providing guidance and support to both Senior and Junior Pool Attendants. This includes supervising all pool attendants in registering and collecting fees for both Mackay and Tryon Pools; providing information to the public, in person; Supervisor is required to educate the public to promote habits and attitudes that lead to the safe recreation and facility usage. Will be expected to use the Community Pass registration and registration software, assist Pool Attendants in enforcing policies and procedures. Successful completion of background check and drug screen are conditions of employment.

Duties and Responsibilities:

- Supervision of the pool staff, insist that patrons conform to pool rules and behavioral standards.
- Responsible for collecting and balancing entry fees
- Check and record pool temperature daily
- Record pool patron numbers and monetary intake
- To help provide a safe working environment for staff
- Any maintenance and malfunction to pool facilities and surrounds to be reported to the Maintenance supervisor.
- All other such duties as may be allocated by the Supervisor from time to time
- Needs to possess working knowledge of Community Pass and identify all issues and errors.
- Attend Trainings

Personal Qualities:

- Pleasant personalities
- Being able to communicate well with the public
- Honest
- Conscientious
- Self-confident
- Able to work unsupervised
- Patient and supportive
- Ability to delegate and manage staff if required
- Good public relations
- Ability to work with all other staff



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Department of
Parks & Recreation

P.O. Box 228 • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 871-6554

Job Title: Senior Pool Attendant
Location: Mackay Pool/Tryon Pool
Reports to: Administrative Assistant

Job Description:

Senior Pool Attendant is responsible for providing guidance and support to the Junior Pool Attendants. Registering and collecting fees for both Mackay and Tryon Pools; providing information to the public, in person; May be required to educate the public to promote habits and attitudes that lead to the safe recreation and facility usage. Will be expected to gain some knowledge of the Recreation Programs offered, use the Community Pass registration and booking software, enforce policies and procedures; must be able to follow instructions. A background check is a condition of employment.

Duties and Responsibilities:

- Supervision of the pool users, insistence that users conform to in house rules, behavior standards and discipline.
- Responsible for collecting and balancing of admittance
- Check and record pool temperature daily
- Record pool patron numbers and money-takes daily
- To help provide a safe working environment for staff
- Any maintenance and malfunction to pool facilities and surrounds to be reported to the Maintenance supervisor.
- All other such duties as may be allocated by the Supervisor from time to time
- Needs to possess working knowledge of computers
- Attend trainings

Personal Qualities:

- Pleasant personalities
- Being able to communicate well with the public
- Honest
- Conscientious
- Self-confident
- Able to work unsupervised
- Patient and supportive
- Ability to delegate and manage staff if required
- Good public relations
- Ability to work with all other staff



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Englewood

Department of Parks & Recreation 130 W. Englewood Ave • Englewood, N.J. 07631 • (201) 568-3472 • Fax (201) 781-0784

Job Title: Senior Office Assistant

Location: Liberty/ Gatehouse

Reports To: Program Supervisor

Job Description:

The Part Time position of Office Assistant is a vital and creative one ensuring the success of the operations at Englewood Parks And Recreation. These individuals represent the direct voice and image for the general public of the center. The ideal candidate will be a well groomed self-starter who thrives in a position that offers new opportunities for growth each and every day.

Primary duties include: Customer Reception/Front desk support, registering and collecting fees for program registration, drop in sports programs; providing information to the public, in person and on the phone; Will be expected to gain extensive knowledge of the Recreation Programs offered, use the computer and Class registration and booking software, enforce policies and procedures; Must be able to follow instructions. A background check is a condition of employment. Must have 3 years prior experience

Duties and Responsibilities:

- Provide quality customer service for the patrons and staff.
- Handle transactions, which will include cash, checks, and charges.
- Collect admissions fees and register patrons using ETRAK registration software.
- Answer and route incoming calls.
- Communicate clearly and provide accurate information to the public.
- Complete reports and assigned work accurately and thoroughly in a timely manner.
- Assume responsibility for shift reports and accountability of funds.
- Report any damage, incidents and injuries using appropriate forms.
- Provide various administrative support as assigned.
- Respond to emergency situations.
- Other duties as assigned.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.



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Duties and Responsibilities:

- Provide quality customer service for the patrons and staff.
- Handle transactions, which will include cash, checks, and charges.
- Collect admissions fees and register patrons using registration software.
- Manage Filing System
- Handle incoming calls and communication.
- Restock supplies.
- Organize and maintain office common area
- Take and deliver messages.
- Respond to Recreation emails.
- Respond to emergency situations.
- Must have regular and predictable work attendance to fulfill the essential functions of the job.