

JOB DESCRIPTION

Middlesex County Office of Parks & Recreation
1030 River Road, Piscataway, NJ 08854
(732) 745-3900 - (732) 745-7351(fax)



Job Title: Parks Administration Seasonal Desk Staff – Permits & Reservations

Objective: Answer phone calls & in-person inquires for summer permits & reservations.

Place of Work: Parks Administration Office: 1030 River Road, Piscataway, NJ 08853

Hours Needed: Full or Part time – Monday through Friday from 8:30am – 4:15pm
From approximately June 15 – August 15

Qualifications:

- Applicants must be at least 18 years of age on start date
- Basic computer skills
- Ability to work with the public in-person and on the phone
- Ability to read, understand, and follow instructions
- Ability to perform Point of Sale transactions

Orientation and Training:

Instruction to be provided on Vermont Systems Rec Trac Reservation Systems software and methods involved for providing permits.

Duties:

- Issue permits for picnic reservations and sports activities, including boat and tennis passes and flying field permits
- Advise administration, security, and maintenance staff regarding permits issued
- Handle phone inquiries

Responsible To: Recreation Supervisor and Senior Permits Desk Staff

To apply:

Send cover letter and application for employment to:

Denise Bruno

Middlesex County Office of Parks and Recreation

P.O.Box 661, New Brunswick, NJ 08903

Deadline for applications: May 1, 2016

For more information or to download an application visit:

www.co.middlesex.nj.us/About/ParksRecreation/Pages/PR/Seasonals.aspx

