Department of Recreation
Job Posting
Dated: November 13, 2026

Part Time Community Center Aide

Under the supervision of the Recreation Director, this position must have knowledge of engaging students in activities that model positive guidance, welcoming children from various cultural, socioeconomic and developmental backgrounds, ensuring participants feel safe and included under the direction of your program site supervisor. Applicants for this position must be in the process or possess a High School Diploma or the equivalent and a valid New Jersey Drivers license if age eligible. The Part Time Community Center Aide will work Monday – Friday from 6:45AM – 8:45 AM in the before school care program or 2:30PM – 6:00 PM in the after-school care program . Hourly salary range for this position is $16.03 –$ 16.51, commensurate with experience. Medical, dental, prescription and paid time off benefits are not available for the position. This position qualifies for NJ Earned Sick Leave and will earn 1 hour of sick leave for every 30 hours worked. The successful candidate must pass a background check, pre-employment physical and a drug test.

Position is currently open and accepting applications until the position is filled. If you are interested in this position, please send cover letter, resumes and completed Borough of Eatontown applications to dgianfrancesco@eatontownnj.com or to the Borough of Eatontown, Attn: Human Resources, 47 Broad Street, Eatontown, New Jersey 07724. Applications will be reviewed on a rolling basis. The Borough of Eatontown reserves the right to interview candidates before the application deadline. Reasonable accommodation will be made for individuals with disabilities. The Borough of Eatontown is an Equal Opportunity.

DEFINITION:

Under the supervision of the Recreation Director, this position must have knowledge of providing a safe environment for students, be a team player, supervise children at all times, possess the ability to guide the students through the schedule of games, activities, and crafts, and be a positive role model, under the direction of the on-site program supervisor.

EXAMPLES OF WORK

- Set up equipment prior to student arrival
- Involve all students in activities
- Follow and enforce all safety policies

- When requested, assist with student check-in/out
- Maintain discipline with consistency and fairness, following our program policies and procedures
- When requested, be sure students are signed in and signed out daily
- Clean up equipment at end of day
- Other duties as assigned

EDUCATION:

- Background check required prior to employment
- Pre-Employee screening required
- Complete staff training as assigned
- High School Diploma, or be enrolled in a program to attain diploma
- N.J. Drivers License (if age eligible)

EXPERIENCE:

Previous experience working with children preferred, examples: babysitting, camp counselor, other childcare experience.

KNOWLEDGE AND ABILITIES:

- Knowledge of child safety protocols
- Ability to perform cleaning tasks without immediate supervision.
- Ability to understand, remember and carry out written and oral instructions and directions.
- Ability to read, write and understand English sufficiently to perform the duties of this position.
- Ability to understand and observe rules, regulations and policies of the Borough of Eatontown.

Application for Employment **Date:**

Borough of Eatontown
47 Broad Street
Eatontown, New Jersey 07724
732-389-7600

- The Borough of Eatontown is an Equal Opportunity Employer.
- Please complete the entire application even if a resume is attached.

Personal Information

Name: _____

Address: _____

_____

_____

Email: _____

Phone: _____

If you are under 18 years of age, can you provide proof of eligibility to work in the US?
☐ Yes
☐ No

Are you legally eligible to work in the US?
☐ Yes
☐ No

Do you currently possess a driver's license?
☐ Yes
☐ No

Please list any endorsements:

_____

_____

_____

Have you ever been employed by the Borough of Eatontown before?
☐ Yes
☐ No

If yes, please provide dates? _____

Application for Employment **Date:**

Are you disqualified from public employment due to a criminal conviction for which N.J.S.A. 2C:51-2.d applies?

☐ Yes

☐ No

Position

Position Applied For:

Available Start Date: _____

Applying For: ☐ Full Time ☐ Part Time ☐ Temporary/Seasonal

Desired Salary: _____ Available Start Date: _____

Are you currently employed? ☐ Yes ☐ No

May we contact your current employer? ☐ Yes ☐ No

Employment History: List your last four employers and major assignments with that employer. Please begin with your most recent employer and include military service.

Employer: _____ Dates employed: _____

_____

Address: _____

_____

Phone No. _____

Reason for Leaving: _____

Employer: _____ Dates employed: _____

_____

Address: _____

_____

Phone No. _____

Reason for Leaving: _____

Application for Employment **Date:**

Employer: _____ Dates employed: _____

_____

Address: _____

_____

Phone No. _____

Reason for Leaving: _____

Employer: _____ Dates employed: _____

_____

Address: _____

_____

Phone No. _____

Reason for Leaving: _____

Education: Please provide information on your formal schooling. Include any formal vocational or professional education.

School Name	Location	Years Attended	Degree Received/Major

Application for Employment **Date:**

Special Skills/ Experience:

Please list any special skills, experience, training, licenses, certifications or other factors that make you uniquely qualified for the position for which you are applying.

References:

Please provide names, addresses, email addresses and phone numbers of three people we may contact as a reference.

Name & Address	Email	Phone number	Years known

Application for Employment **Date:**

Applicant Statement:

I certify that all information that I have provided in this application to secure work with the Borough of Eatontown is true, complete and correct.

I understand that any provisional offer of employment may be subject to job-related pre-employment testing and that certain positions may require complete background and criminal checks.

I expressly authorize, without reservations, the Borough of Eatontown, its employees or representatives to contact and obtain from all references (personal and professional), employers, public agencies, licensing authorities and educational institutions and to otherwise verify the accuracy of all information provided by me in this application, resume or job interview. I hereby waive any and all rights and claims I may have regarding the Borough of Eatontown, its employees or representatives for seeking gathering and using truthful and non-defamatory information, in a lawful manner, in the employment process and all other persons, corporations or organizations for furnishing such information about me.

I understand that the Borough of Eatontown does not unlawfully discriminate in employment and no questions on this application are used for the purpose of limiting or eliminating any applicant from consideration for employment on any basis prohibited by applicable local, state or federal law.

If I am hired, I understand that I am free to resign at any time, with or without cause and with or without prior notice, and the Borough of Eatontown reserves the same right to terminate my employment at any time, with or without cause and with or without prior notice, except as may be required by law. This application does not constitute an agreement or contract for employment for any specified period or definite duration. I understand that no supervisor or representative of the Borough of Eatontown is authorized to make any assurances to the contrary and that no implied oral or written agreements contrary to the foregoing express language are valid unless they are in writing and signed by the Borough Administrator.

I also understand that if I am hired, I will be required to provide proof of identity and legal authorization to work in the United State and that federal immigration laws require me to complete an I-9 form in this regard.

I understand that reasonable safeguards will be taken to protect all personal information provided or obtained with this application for employment. My personal information may be shared with the Borough of Eatontown's affiliates and third parties engaged by the employer to perform services for the employer. Any personal information shared with an affiliate or third party is to be used solely to perform the services requested by the employer.

I understand that any information provided by me that is found to be false, incomplete or misrepresented in any respect will be sufficient cause to (i) eliminate me from further consideration for employment or (ii) may result in my immediate discharge from the employer's service, whenever it is discovered.

DO NOT SIGN UNTIL YOU HAVE READ THE ABOVE APPLICANT STATEMENT.

I certify that I have read, fully understand and accept all terms of the Applicant Statement.

Signature: _____

Name: _____

Date _____