

**Knowlton Township is now accepting applications for a part-time Community Service Supervisor Position.**

**Hours:** Saturdays from 8:00 AM to 2:00 PM from April through November

**Salary:** \$3,000 per year

**Job Description:**The Clean Communities Supervisor will plan, direct, and coordinate the activities of Community Service participants every Saturday from April through November at locations in Knowlton Township

**Job Requirements:**

- Minimum 18 years of age
- Valid driver's license
- Ability to take direction from the Recreation Director and Township Committee
- Must have strong written and verbal communication skills. Communicates with County officials verifying and documenting the completion of participants' community service hours. Must maintain accurate records of participants' time.
- Ability to work with diverse populations.
- Ability to work independently.
- Ability to use weed whackers, hedge trimmers, and chainsaws. Operator Gator and various lawnmowers with care.
- Ability to maintain accountability for participant locations and whereabouts at all times.
- Ability to ensure the safety and well-being of participants.
- Ability to assess equipment needs and ensure vehicle and equipment readiness based on different work sites.

Applications are available online at [www.knowlton-nj.org](http://www.knowlton-nj.org) (go to the Forms tab and look for "Employment Application") or during normal business hours, Monday to Friday, 8:00 a.m. to 4:00 p.m. at the Knowlton Municipal Building. Completed applications may be mailed or delivered to Township of Knowlton, Municipal Clerk, 628 Route 94, Columbia, NJ, 07832 or email to [actingclerk@knowlton-nj.com](mailto:actingclerk@knowlton-nj.com). For questions, please call: (908) 496-4816.