

**NEW JERSEY DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
P.O. BOX 863
TRENTON, NJ 08625**

NOTICE OF JOB VACANCY

TITLE: Music Enrichment Activity Coordinator (Part-Time)	SALARY RANGE: \$22.98/hour	POSTING NO.: 255-26	ISSUE DATE: 9/4/2026 CLOSING DATE: 9/21/2026
LOCATION: Garden State Correctional Facility, Administration – Chesterfield, NJ		CLASS OF SERVICE: TES	
THIS POSTING IS <u>ONLY</u> OPEN TO THE FOLLOWING: ☐ Current Department of Corrections employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions ☐ State employees who are permanent in a competitive title or a Civil Service Commission-approved non-competitive title. Subject to current promotional and hiring restrictions ☒ Interested individuals who meet the stated requirements			
JOB DESCRIPTION			
Under the close supervision of a professional therapist or other supervisory official in a state department, facility, institution, or agency, assists in implementing therapeutic program activities. Duties include performing a variety of subprofessional tasks in various therapy program areas, such as recreational, vocational, occupational, physical, behavior modification, or applied behavior analysis; does other related duties as required.			
REQUIREMENTS			
Two (2) years of experience working in correctional, behavioral, educational, or community program environments. Preference: The preferred candidate will have a background in recreational programming or facilitation of enrichment activities. This experience should involve assisting in the implementation of recreational, and/or behavioral therapy programs aimed at rehabilitating clients through a variety of therapeutic and recreational activities; proficiency with guitar, keyboard, and other common hobby-level instruments; and experience developing structured lesson plans or group activities.			
BENEFIT(S)*			
*Pursuant to the State/Department's policy, procedures and/or guidelines.			
Joining the second largest department in the State of New Jersey offers many benefits to acknowledge the hard work, dedication and leadership of staff members. Statewide benefits include: - Alternate Work Week available for some positions - Telework available for some positions - Deferred Compensation - Paid Time Off 13 State Holidays - Health and Life Insurance - Pet Insurance available through certain plans - Flexible and Health Savings Accounts (FSA)/(HSA) - Tuition Reimbursement - Public Student Loan Forgiveness (PSLF) - Up to \$250 in rewards for exercising - Gym membership discounts - Diversity & Inclusion events - Workplace security, health and safety - Incarcerated Person empowerment and rehabilitation			
APPLICATION INSTRUCTIONS			
Please include resume and copy of transcripts (unofficial copies are acceptable), certification(s), and/or license(s), if applicable, in your response. Posting title and number must be included in the subject line of your email. All attachments must be sent in PDF or word format only. Additionally, you must provide your email address. To be considered, responses must be postmarked no later than closing date.			
Emailed resumes are to be sent only to: Forward Response To:		Civilian.Recruitment@doc.nj.gov Robert Smith Region 6 Personnel Services Central Office, Civilian Recruitment P.O. Box 863 Trenton, NJ 08625-0863	

DEDICATION

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HONOR

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INTEGRITY