



JOB ANNOUNCEMENT

ALAMEDA RECREATION AND PARK DEPARTMENT

2226 Santa Clara Avenue, Alameda, CA 94501 · (510) 747-7529

<http://www.cityofalamedaca.gov/Recreation/Employment-Opportunities>



DAY CAMP LEADER SUMMER 2013

THE SETTING: Alameda's **Day Camp** is open to children who have completed Kindergarten through 5th Grades. Camps are located at two different sites: **Hidden Cove** is held at Robert Crown Memorial State Beach Park in Alameda; **Trails End and Trailblazers** are held at Redwood Regional Park in Oakland. The program hours are approximately 8:30 a.m. to 4:30 p.m., Monday through Friday, with a Campfire Program on Thursday evenings until 8:00 p.m.; Trailblazers is a 3-day Camp, which includes an overnight; staff meeting on Tuesday evenings until 6:00 p.m. and camp set up on several weekends.

THE POSITION: Day Camp Leaders set up camp sites, plan, organize and conduct a variety of camp activities such as: archery, cooking, crafts, drama, music, hiking, nature lore and other duties as assigned. Day Camp is an outdoor adventure providing a child the opportunity to succeed in camp related activities and to develop good relationships with others. Leaders are classified as part-time, non-benefited seasonal employees. Day Camp Leaders will work approximately 40 hours a week (weekly hours may vary due to participation levels) from **June 10, 2013**, to approximately **August 9, 2013**.

- 1) **JUNIOR LEADER TRAINEE:** (\$7.50 per hour up to 160 hours) Must be 16 years or older and enrolled in High School. No experience necessary.
- 2) **JUNIOR LEADER I:** (\$8.00 - \$8.40 per hour) Must be 16 years or older, enrolled in High School and must have completed 160 training hours.
- 3) **SENIOR LEADER I:** (\$8.51 - \$9.39 per hour) Must be 18 years or older and a High School Graduate. Volunteer and/or Junior Leader Trainee experience desirable.
- 4) **SENIOR LEADER II:** (\$9.95 - \$12.10 per hour) Must have completed two years of College or be a High School Graduate with at least two seasons of experience as a Camp Leader.

GENERAL RESPONSIBILITIES: All Day Camp Leaders are expected to attend a staff training and staff meetings, complete housekeeping type maintenance work as assigned, care for all equipment and supplies, complete all necessary records and reports and work assigned hours, recognizing that recreation work has irregular hours and some last minute assignments. Leaders may be asked to work the **Jumpin' and Jivin' Jubilee** event on **Thursday, July 4, 2013**.

REQUIREMENTS: Staff must be certified in **American Red Cross Standard First Aid and CPR** and must provide proof of a recent **T.B. Test** prior to the beginning of the Camp Program. Federal law requires that, prior to employment, applicants must furnish proof of identity and eligibility for employment in the United States. Proof may be furnished by various documents such as Social Security Card (original), birth certificate, driver's license, passport, resident alien card, etc. High school students under 18 years of age must obtain a work permit at your school or your School District Office.

(Over)

FINGERPRINTING REQUIREMENT: California State Law requires that all recreation employees and volunteers having direct contact, supervisory or disciplinary authority over minors be fingerprinted as a condition of employment. Candidates under serious consideration for hire will be referred to the Alameda Police Department for fingerprinting. Employment is contingent upon fingerprint results.

APPLICATIONS: Applications must be filed with Alameda Recreation and Park Department, 2226 Santa Clara Ave, Alameda, CA 94501 or download forms from:

www.cityofalamedaca.gov/Recreation/Employment-Opportunities

To be considered for a Spring Break Interview, application must be filed two weeks prior to your Spring Break. Because High School and College Spring Breaks vary, special interviews may be scheduled. Additional applications may be accepted until all positions are filled. Applicants will be notified of interview date and time.

**DEADLINE FOR APPLICATIONS IS THURSDAY, MARCH 14, 2013
OR UNTIL ALL POSITIONS ARE FILLED.**

TO OBTAIN AND FILE APPLICATIONS:

Alameda Recreation and Park Department
2226 Santa Clara Avenue, Alameda, CA 94501
Attention: Christina Bailey, Recreation Services Specialist

EQUAL OPPORTUNITY EMPLOYER M/F/D

The City of Alameda encourages minorities, women and the disabled to apply. It is the City's policy that all aspects of employment and promotion shall be without regard to sex, marital status or disability (except where dictated by requirements of the position), race, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with reasonable accommodations. No individual may pose a direct threat to the health or safety of himself/herself or other individuals in the workplace. Barring undue hardship, reasonable accommodations can be made in the application and examination process for disabled individuals or for religious reasons. Requests for reasonable accommodation should be made in advance. Hearing Impaired TDD (510) 522-7538.

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