



**JOB ANNOUNCEMENT**  
**ALAMEDA RECREATION AND PARK DEPARTMENT**  
2226 Santa Clara Avenue, Alameda, CA 94501  
(510) 747-7529 - [arpd@alamedaca.gov](mailto:arpd@alamedaca.gov)



## **SUMMER 2017**

# **ASSISTANT DAY CAMP COORDINATOR**

**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:** (\$15.95 - \$22.45 per hour) The Assistant Day Camp Coordinator, along with the Day Camp Coordinator, will be directly involved in the supervision and administration of the Summer Day Camp Programs. Day Camp is an outdoor adventure providing a child the opportunity to succeed in camp related activities and to develop good relationships with others. Some camp activities include: archery, cooking, crafts, drama, music, hiking, nature lore and other duties as assigned. This position is classified as part-time, non-benefitted employee. Hours will range up to 40 hours per week (May 1st to September 1st) depending on programming demands.

**MINIMUM QUALIFICATIONS:** Applicants must have a minimum of two (2) years of education from an accredited college or university with an emphasis in recreation or related field. Two (2) years of experience in the field or a degree in Recreation is highly desired.

**GENERAL RESPONSIBILITIES:** The Assistant Day Camp Coordinator, along with the Day Camp Coordinator, plans, organizes and implements the Hidden Cove, Trails End and Trailblazers Camp Programs. The Assistant Day Camp Coordinator will also assist in recruiting, selecting, training and evaluating staff, as well as having direct responsibility for staff meetings, completing housekeeping type maintenance work as assigned, and care for all equipment and supplies. He/she must have knowledge of a wide variety of recreation skills to work effectively with others and to prepare and maintain records and reports, recognizing that recreation work has irregular hours and some last minute assignments.

**REQUIREMENTS:** Staff must be certified and maintain certification 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 program or agree to get both as a condition of being hired.

**SELECTION PROCESS:** To be considered, candidates must submit a completed City of Alameda Job Application form. Applicants will be screened and evaluated based on the information provided. Candidates considered for appointment must complete and submit a Criminal History form and successfully meet background requirements. Federal law requires that prior to employment; applicants must furnish proof of identity and eligibility for employment in the United States.

(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.

**APPLICATION PROCEDURE:** Applications may be filed in the Alameda Recreation and Park Department, 2226 Santa Clara Avenue, Alameda, CA 94501, (510) 747-7529 or download forms from our website: <http://alamedaca.gov/recreation/employment-opportunities>. Applications will be accepted and interviews scheduled until all positions are filled. Applicants will be notified of interview date and time. Attach a brief resume outlining any experience and education you have had that would assist us in determining your ability to perform the job responsibilities.

**APPLICATIONS WILL BE ACCEPTED AND INTERVIEWS SCHEDULED UNTIL ALL POSITIONS ARE FILLED.**

**RETURN APPLICATIONS TO:**

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

**AN EQUAL OPPORTUNITY EMPLOYER**

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, sexual orientation, political affiliation, religious creed, color, national origin or age. Qualified disabled persons must be able to perform the essential functions of the position with or without 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. The information contained herein is subject to change and does not constitute either an expressed or implied contract.



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[www.alamedaca.gov/recreation](http://www.alamedaca.gov/recreation)

# EMPLOYMENT INFORMATION

*If you are considering employment with Alameda Recreation and Park Department Dynamic, ethical and enthusiastic individuals who share our values are encouraged to apply*

## MISSION

*The mission of the Alameda Recreation and Park Department is to provide programs to the community with trained staff. A wide variety of social, physical and educational opportunities are offered for personal enrichment through wholesome and creative use of leisure time.*

## THE ARPD IMAGE

*Our reputation is the result of the efforts of a staff committed to excellent customer service and continuous adherence to the mission of our organization. In anticipation of your employment, please consider the personal responsibility needed to promote the values of Alameda Recreation and Park Department.*

*Below are some of the standards expected of Recreation and Park Department Staff:*

**BEHAVIOR:** *Staff are expected to always be respectful of others and maintain a friendly, courteous and professional attitude.*

**APPEARANCE:** *Depending on the assignment, staff must wear either professional business attire or a Department uniform that includes a staff shirt and name badge. Uniforms are provided.*

*Staff must maintain facilities and help keep them neat and clean.*

**WORK QUALITY:** *Staff are expected to perform quality work and to plan effectively and efficiently.*

**FLEXIBILITY:** *Staff work hours vary due to Department needs (nights, weekends and holidays).*

*Staff may be asked to perform work assignments outside the area for which they were originally employed.*

**CONCLUSION:** *A good job match should be as important to you as it is to us.*





13. WORK EXPERIENCE: Begin with your current or most recent job. List all work history in the past ten years. Include military service, volunteer, or internship experience which may be relevant. A resume is not a substitute for completing this section of the application. Attach additional sheets if more space is needed.

_____ to _____ START DATE (MO/YR)                      END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____      _____ <input type="checkbox"/> FULL TIME HOURS/WEEK      MO. SALARY      # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR)                      END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____      _____ <input type="checkbox"/> FULL TIME HOURS/WEEK      MO. SALARY      # SUPERVISED <input type="checkbox"/> PART TIME
_____ to _____ START DATE (MO/YR)                      END DATE (MO/YR)	_____ JOB TITLE
_____ EMPLOYER NAME	_____ DUTIES
_____ EMPLOYER ADDRESS	_____ _____
_____ SUPERVISOR NAME/TITLE	_____ _____
_____ REASON FOR LEAVING	_____ \$ _____      _____ <input type="checkbox"/> FULL TIME HOURS/WEEK      MO. SALARY      # SUPERVISED <input type="checkbox"/> PART TIME
14. ADDITIONAL INFORMATION:	
15. MAY WE CONTACT YOUR PRESENT AND/OR PAST EMPLOYERS? <input type="checkbox"/> YES <input type="checkbox"/> NO	

I HEREBY CERTIFY that all statements made in this application are true and complete, and understand that any misstatements or omissions of material facts may subject me to disqualification or dismissal.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**SUBMIT COMPLETED APPLICATION TO:**  
**CITY OF ALAMEDA - HUMAN RESOURCES DEPARTMENT**  
**2263 SANTA CLARA AVENUE, ROOM 290, ALAMEDA, CA 94501**  
**TEL (510) 747-4900 / TDD (510) 522-7538**

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

**ETHNIC, RACIAL, SEX AND DISABILITY INFORMATION:** The following information is voluntary and is gathered for evaluation and statistical purposes only. This form will be separated from your application and will not be used in employment decisions. Thank you for your assistance.

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**NAME (Optional):** \_\_\_\_\_ **POSITION:** \_\_\_\_\_

**ETHNICITY:**

- White
- Black or African American
- Asian
- Pacific Islander
- Spanish or Hispanic
- American Indian or Alaskan Native

**DISABILITIES:**

- None  Speech
- Sight  Other
- Hearing

**VETERAN:**

- Disabled Veteran
- Vietnam Era Veteran
- Veteran of Other Campaign/Expedition

**GENDER**

- Male  Female

**HOW DID YOU LEARN OF THIS POSITION OPENING?**

- Human Resources Dept.  Internet (specify) \_\_\_\_\_
- City Employee  Newspaper Advertisement (specify) \_\_\_\_\_
- City Job Bulletin  Specialized Publication (specify) \_\_\_\_\_
- City Website  Other (specify) \_\_\_\_\_
- Job Fair



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**ASSISTANT DAY CAMP COORDINATOR SUPPLEMENTAL FORM**

Please write legibly

FIRST NAME: \_\_\_\_\_ LAST NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

DO YOU HAVE: STANDARD FIRST AID CARD? YES \_\_\_ NO \_\_\_ IF YES, EXP. DATE \_\_\_\_\_

CPR CARD? YES \_\_\_ NO \_\_\_ IF YES, EXP. DATE \_\_\_\_\_

NEGATIVE T.B. TEST? YES \_\_\_ NO \_\_\_ IF YES, DATE OF TEST: \_\_\_\_\_

**Please Note: You must provide a copy of your T.B. Test from your doctor**

WORK PERMIT, IF UNDER 18 YEARS YES \_\_\_ NO \_\_\_

LIST COURSES RELATED TO RECREATION AND CAMPING \_\_\_\_\_

VOLUNTEER JOB EXPERIENCE (In addition to paid positions listed on application)					
NAME OF VOLUNTEER ORGANIZATION	DATES		TITLE	DUTIES	SUPERVISOR'S NAME & PHONE #
	FROM	TO			

REFERENCES - Give names of two persons not related to you whom you have known at least 2 years			
NAME	RELATIONSHIP	PHONE	YEARS KNOWN

**OTHER EXPERIENCE - SCOUTS, SOCIAL, SCHOOL ACTIVITIES**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

SPECIAL SKILLS: (Indicate instruction experiences and whether adult or children)			
	TYPE	DATES	NAME AND LOCATION
ARTS & CRAFTS			
MUSIC			
DRAMA			
DANCE			
GAMES			
SPORTS			
OTHER			

PLEASE LIST ANY SCHEDULING CONFLICTS YOU MAY HAVE (School Classes, Other Jobs, etc.) \_\_\_\_\_

**FOR SUMMER APPLICANTS:** If you are currently attending school, please list the date of your Spring Break and/or dates and times you will be most available for an interview: \_\_\_\_\_