



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



## **DAY CAMP LEADER**

**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 12, 2017**, to approximately **August 11, 2017**.

- 1) **RECREATION LEARNER:** (\$9.00 per hour up to 160 hours) Must be 16 years or older and enrolled in High School. No experience necessary.
- 2) **RECREATION LEADER - JUNIOR:** (\$10.51 - \$11.04 per hour) Must be 16 years or older, enrolled in High School and must have completed 160 training hours.
- 3) **RECREATION LEADER - SENIOR:** (\$11.60 - \$12.80 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.

**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.

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**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 may be filed in the Alameda Recreation and Park Department. Applications are available for download at: <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.

**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.

**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.

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

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.

• THE CITY OF ALAMEDA IS AN EQUAL OPPORTUNITY EMPLOYER •

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



**DAY CAMP LEADER SUPPLEMENTAL FORM**

Please write legibly

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

<b>NOTE: ALL PERSONS UNDER 18 YEARS OF AGE MUST SUBMIT A WORK PERMIT IF HIRED</b>	
ARE YOU 16 YEARS OF AGE OR OLDER?	YES ___ NO ___
IF NOT, WILL YOU BE 16 YEARS OF AGE BY TIME OF APPOINTMENT?	YES ___ NO ___

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**

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

<b><u>CAMP EXPERIENCES – AS A CAMP LEADER OR A CAMPER:</u></b>			
NAME OF CAMP	LOCATION	DATE	FAVORITE ACTIVITY
_____	_____	_____	_____
LEADERSHIP ABILITIES AND CAMP SKILLS			
___ ARCHERY	___ CRAFTS	___ HIKING – TRAIL SIGNS	
___ NATURE LORE	___ COOKING	___ DRAMA	
___ GAMES	___ MUSIC	___ SWIMMING	
LIST HOBBIES AND/OR SPECIAL INTERESTS _____			
DAY CAMP RUNS FROM EARLY JUNE THROUGH MID-AUGUST (SUMMER ONLY)			
DATES YOU ARE AVAILABLE TO WORK: JUNE _____ THROUGH AUGUST _____			

**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: \_\_\_\_\_