

# CampCo Day Camps

## EMPLOYMENT OPPORTUNITY

*Apply at: [www.CampcoDayCamps.com](http://www.CampcoDayCamps.com)*

### AFTERSCHOOL PROGRAM LEADER-San Clemente

**Afterschool Program Leader: \$19.00/hour**

**Part-time/School-year, 2025/2026, (16-22 hours per week)**

#### **Primary Function:**

Afterschool Program Leaders assist in the supervision of and leading of activities for K-5<sup>th</sup> grade students in an afterschool program under direct or remote supervision from the Site Director or other Manager.

#### **Work Hours-School-year:**

During the School-year, staff work Mondays – Fridays working an average of 16-22 hours per week. The Afterschool Program dates usually follow the Capistrano Unified School District school calendar with CampCo staff off work on non-school days. The program runs after school on all school days with trainings usually scheduled on various dates a few weeks prior to the start-date of the program. We ask that staff have availability to work through the school-year with limited school-day time-off requests. A very limited number of School-year staff positions are offered each year.

During the School-year, examples of shifts may be:

MWThF, beginning at 2pm & Tuesdays at 12:40pm with end times rotating between 5:00pm-6:00pm.

During Conference weeks and occasional other early-dismissal days, shifts usually begin at 12:40pm.

Due to organization's needs &/or student ratios, staff may occasionally be required to work later or end their shift earlier than their scheduled shift.

#### **Experience/Training Required:**

- Experience working or volunteering with children, preferably in a recreation program, day camp or classroom.
- School-year staff: Minimum age of 18 years old & high school diploma or equivalent and one of the following in order to work the Afterschool Program: Pass the CBEST or 2 years of college or pass an English language arts and math proficiency test provided by the District.
- Some college and/or courses in child development or similar field, preferred but not required. Bilingual in Spanish & English is helpful, but not mandatory, for this position.

#### **Examples of Duties:**

- Oversee and assist students with homework.
- Lead and oversee a group of students in games, crafts, learning activities and special events for children.
- Assist with set-up and clean-up of classrooms including tables, chairs, learning centers, games and other classroom items daily.
- Assist with monitoring of facility cleanliness. Assist in inventory, cleaning and upkeep of camp supplies/equipment.
- Handle emergency or unexpected situations. Use first aid skills, when necessary.
- Assist Management with various duties.
- Perform other duties as assigned.

#### **Ability To:**

- Utilize good judgment in analyzing situations carefully and adopting effective courses of action
- Maintain cooperative working relationships with staff, participants, clients and the community
- Work and interact with youth in a positive manner
- Enforce rules in a positive, professional manner and take appropriate action when necessary
- Understand safety issues; respond to critical incidents and act swiftly in emergency situations
- Ensure safety of personnel and participants

#### **Licenses/Certificates:**

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained prior to the deadline listed on our website for the season of hire.
- Reliable transportation to the job site. May require possession of a valid Class "C" California driver's license.

**Knowledge of:**

- Elementary level mathematics; addition, subtraction, multiplication and division
- English usage, grammar, punctuation, spelling, etc...
- Some Spanish is helpful as this is a bilingual immersion school.
- Basic computer skills
- Age-appropriate indoor & outdoor games & educational activities.
- Customer service skills
- Appropriate safety precautions and procedures

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to walk, stand, sit and talk or hear. The employee is occasionally required to use hands to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee often works in outside weather conditions. The noise level in the work environment is usually moderate when working the recreational activities.

**Application Procedure/Selection Process:**

Individuals wishing to apply must complete a CampCo application. **Applications will be accepted on an on-going basis until the positions are filled.** Resumes will not be accepted in lieu of a completed application, but are encouraged in addition to an application. For an application, visit our website at [www.CampcoDayCamps.com](http://www.CampcoDayCamps.com), complete our online application and submit by email.

Applications will be screened and applicants possessing the most desirable qualifications will be invited to participate in an oral interview with CampCo management. For some positions, a group activity interview and/or a questionnaire/exam may be required, in addition to oral interview. Prior to employment, the prospective candidate must successfully complete a thorough background check, which may include drug screen and fingerprinting. If selected, written identification showing entitlement to legal residence in the United States will be required.

**Equal Opportunity Employer:**

CampCo recruits and hires without regard to race, color, religious creed, physical or medical condition or handicap, sex, age, marital status, or national origin, except in those specific instances whereby a bona fide occupational qualification demands otherwise.

**Special Notice:**

The Immigration Reform and Control Act of 1986 requires that you must be a U.S. citizen or an alien lawfully authorized to work in the United States to be eligible for hire.

**Information about CampCo Day Camps**

CampCo Day Camps provides high quality, fun, safe and educational day camps, afterschool programs and other recreation programs throughout South Orange County. CampCo programs are held in Mission Viejo & Lake Forest during the Summer and in San Clemente during the School-year. Occasionally, programs may be held in other locations in South Orange County.

CampCo employs 25-30 staff during the summer months and 5-6 staff during the school-year. CampCo is a great place for campers, students and staff! CampCo is proud that we have many staff return year-after-year, have many former campers/former students who work at CampCo as adults, and often have the children of former staff attending CampCo programs. **CampCo Day Camps may be contacted by telephone at (949) 643-9008.**

This job bulletin does not constitute an expressed or implied contract and provisions contained herein may be modified or revoked at any time without prior notice or agreement.