

CampCo Day Camps

EMPLOYMENT OPPORTUNITY

SR. RECREATION LEADER-After-school Programs

Hourly Rate: \$13.00/hour

Part-time (Approx. 24 hours per week; additional hours may be available)

Application Deadline: Open Until Filled

CampCo Day Camps is seeking an individual to lead our **After-school Program** for grades K-5 at an elementary school in San Clemente. This position plays a key role in the planning and leading of fun and educational activities for school-age children. The Sr. Recreation Leader may also work other children's camps, classes and events for children of all ages.

Primary Function:

Under supervision of the Day Camp Director or Recreation Manager, the Sr. Recreation Leader will lead the Afterschool Program at Las Palmas Elementary School. Opportunities for additional hours may be available at other CampCo after-school programs, day camps, pajama parties, recreation classes and other activities and events.

Work Hours:

- The After-school Programs are held during the school-year, most school-days, according to the Capistrano Unified School District calendar.
- Program hours are generally, as follows:
 - Mondays, Wednesdays-Fridays: 2:20pm-5:30pm. (Sr. Rec. Leader hours: 1:45pm-5:45pm)
 - Tuesdays: 1:05pm-5:30pm. (Sr. Rec. Leader hours: 12:45pm-5:45pm)
 - One day per week TBD, 2-3 morning hours for prep/planning at our Mission Viejo Office
- Additional hours may be available in other CampCo recreation activities and events, and at Spring Break, Winter Break and Summer Camps.

Experience/Training Required:

- High School graduate. Some college preferred.
- At least 1 year of experience working with school-age children, preferably in an afterschool program, recreation program, day camp or classroom.
- At least 6 months experience managing staff
- Ability to speak, read and write in both English and Spanish.
- Knowledge/experience with ASES Grant is ideal
- Work with At-Risk Youth is ideal

Licenses/Certificates:

- Current American Red Cross First Aid & C.P.R. certificates, or to be obtained no later than 30 days after hire.

Examples of Duties:

- Plan, prepare, lead and oversee fun and creative learning activities, large group games, crafts, songs, homework time and special events for children under minimal supervision of Day Camp Director or Recreation Manager.
- Supervise five or more Recreation Staff and/or Volunteers
- Communicate with parents of students on a daily basis.
- Ensure that student groups stay on schedule with activity stations
- Handle disciplinary issues with students
- Meet with Afterschool Program staff on a daily basis
- Keep excellent records and provide reports to management

- Assist with set-up and clean-up of equipment including tables, chairs, games and other program 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 Staff with various duties
- Perform other duties as assigned.
- Work variable hours, weekends, and/or occasional holidays.

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
- Be very organized and handle multiple tasks at one time

Knowledge of:

- Age-appropriate indoor & outdoor crafts, games & educational activities.
- English usage, grammar, punctuation, spelling, etc...
- Spanish usage, grammar, punctuation, spelling, etc...
- Principles of public relations
- Appropriate safety precautions and procedures
- Basic computer skills

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; sit and talk or hear. The employee is occasionally required to use hands to finger, 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 employee is often exposed to wet and or/humid conditions, toxic or caustic chemical.

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.

Applications should be mailed to:

CampCo Day Camps
26861 Trabuco Road, Suite E-121
Mission Viejo, CA 92691

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.

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.