

Hayward Area Recreation and Park District EMPLOYMENT OPPORTUNITY

Recreation Specialist II (Assistant Camp Leader)

Position Classification II; \$13.01 – \$16.60 per hour



THE POSITION

Under supervision of the Sulphur Creek Director of Wildlife and Wildlife Camp Leaders, the Assistant Camp Leader will be responsible for assisting with the implementation of the camp program and all activities for camp grounds of 16-36 youths at Wildlife Camp. The day camp has eight one-week sessions beginning June 17th through August 16th Monday – Friday. Each week is designed for a particular age/grade level. All camps take place at Sulphur Creek Nature Center, 1801 D Street, Hayward.

EXAMPLE OF DUTIES

NOTE: The following list of duties are those usually performed by most employees in this classification. However, employees may perform other related duties at an equivalent level. Not all duties listed are necessarily performed by each individual in the classification.

- Supervise and ensure safety of participants and volunteers.
- Implement camp curriculum and activities for ages 3.5-12 (i.e. crafts, games, hikes and group activities)
- Encourage and provide positive public relations and excellent customer service.
- Work as part of a team to train volunteer counselors.
- Work as part of the camp team to maintain a safe and clean work environment.
- Other duties as assigned.

MINIMUM QUALIFICATIONS

- At least 18 years of age.
- Experience working with animals in hands-on situation with children.
- Experience working or volunteering in a nature or outdoor camp setting.
- **Must attend mandatory staff training June 13 and 14, 2019.**

KNOWLEDGE AND ABILITIES

- Knowledge and skills of camp activities such as nature study, song leading, hiking, storytelling and crafts.
- Experience in a leadership capacity working with youth.
- Enjoys working with children, learning new skills, and working outdoors.
- Strong organizing, team building, and communication skills.
- Ability to work as a part of a team and take direction.

EMPLOYMENT DATES

- June: 13, 14, 17-21, 24, 28
- July: 8-12, 15-19,
- August: 1-2, 5-10, 12-16
- Additional training and preparation dates to be determined upon hire.

IMPORTANT INFORMATION

- Position open until filled
- All applicants must submit an application.
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date
- Applications can be delivered to:
H.A.R.D. (Admin. Services Department)
1099 "E" Street
Hayward, CA 94541

or

Email:

WinW@haywardrec.org

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof eligibility to work in the U. S.
- Ability to obtain First Aid/CPR/AED certification.
- Proof of negative TB skin test.
- Possession of a valid Driver's License
- Any offer of employment to an adult employee is conditional upon a satisfactory fingerprint clearance and background check (DOJ)

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER

FOR MORE INFORMATION OR TO APPLY CALL (510) 881-6700 OR GO TO WWW.HAYWARDREC.ORG