

# EMPLOYMENT OPPORTUNITY

## Recreation Specialist III (Camp Director - Promotional)

Position Classification III; \$17.15—\$21.88 per hour/DOE; Part time/Seasonal



### THE POSITION

Under general supervision of the Recreation Supervisor and the direct supervision of the Recreation Coordinator II, the Camp Director assists with supervision, coordination, and daily operations of East Ave. Camps. This position provides healthy, safe, intentional programming and recreation activities.

**Mandatory Orientation Training: June 14 and 17—21, 2019**

**Program Dates: June 24—August 16, 2018**

### EXAMPLE OF DUTIES

- Coordinate and implement all camp program manual and elements
- Interview potential camp staff, determine camp themes and curriculum
- Direct camp staff and volunteers, coordinate work schedules
- Coordinate and implement all staff and volunteer trainings
- Conduct staff and volunteer meetings
- Enforce District rules & regulations of facilities, parks, programs, activities & events
- Attend job specific trainings
- Complete required forms, reports and evaluations
- Perform other duties as assigned

### MINIMUM QUALIFICATIONS

- Promotional only: Minimum 3 summers as Head Counselor for East Ave. Camps
- Must be able to work the entire program including overnight dates
- At least 16 years of age, 18+ years old desirable
- Minimum of 5 years experience (paid or volunteer) working with youth in a structured or supervised recreation or after school program
- Attend orientation training

### KNOWLEDGE AND ABILITIES

- Ability to create and maintain a positive and engaging environment
- Ability to work independently with minimal supervision
- Education background in recreation, early childhood education, art, nature, math, science or other related fields is desired
- Strong organizing team building and communication skills
- Complete required tasks in a timely manner
- Excellent customer service skills

### IMPORTANT INFORMATION

- Recruitment open until filled
- ADA—Please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be obtained at:  
H.A.R.D. District Office  
1099 "E" Street  
Hayward, CA 94541  
Or  
HaywardRec.org/employment
- Please submit applications in person to Human Resources or via email at [EastAveCamps@haywardrec.org](mailto:EastAveCamps@haywardrec.org)

### LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Food Handlers Certificate
- Proof of eligibility to work in the U.S.
- Possession of a valid CA Driver's License.
- Proof of negative TB Test
- Ability to obtain First Aid/CPR/AED certification required
- Any offer of employment to an adult employee who will have direct contact with minors 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 (510) 881-6700 OR [WWW.HAYWARDREC.ORG](http://WWW.HAYWARDREC.ORG)