

EMPLOYMENT OPPORTUNITY

Recreation Specialist I—Counselor-in-Training (CIT)

Position Classification I; \$12.00—\$12.38 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 Counselor-in-Training 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

- Plan and lead daily camp activities, fieldtrips and programs for elementary, middle school, and high school youth
- Supervise and ensure safety of all participants during program and/or on fieldtrips
- Encourage and maintain positive behavior and healthy activities for youth
- Encourage and provide positive public relations and excellent customer service
- 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

- Must be able to work the entire program season including overnights
- At least 16 years of age, 18+ years old desirable
- Demonstrate 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, 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

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS FOR THE POSITION:

- Proof of eligibility to work in U.S.
- 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)