



ASSISTANT CAMP DIRECTOR

Part Time Starting at \$17.60 per hour
APPLY IMMEDIATELY

The Pleasant Valley Recreation and Park District is currently accepting applications for Assistant Camp Director (payroll title: Senior Recreation Leader) to assist with the District's Camp Funtastic day camp program. The District is seeking highly motivated, patient, creative and energetic individuals who enjoy working with children. This position is for those that wish to work in an in-door/out-door camp/class setting. This is a great opportunity for those that wish to enter the education, sports and parks and recreation field.

SUMMARY: Under general supervision, the assistant director will cover a wide range of hours including weekday mornings, afternoons and evenings with some weekend and holiday shifts as well. The assistant director will assist in the overall operation of summer camp, staff meetings, counselor in training program, and preparation of activities and field trips. In addition to facilitating activities, the assistant director will provide excellent customer service; prepare written information relating to camp and detailed lesson plans. The assistant director may work in other aspects of the District's recreation programs as needed. Weekly hours vary and attendance is required at staff meetings. Strong numeric, verbal, and written communication, listening and computer skills are a must. The assistant director may temporarily supervise camp staff and volunteers. Candidate must have the ability to adhere to attendance and punctuality guidelines and will be required to perform additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES: A focus of quality customer service being primary for all positions. Performs other duties as assigned. Position will require some holiday, evening and/or weekend work assignments. Recreation Leader and Senior Recreation requires the following:

- May open, close, secure, and maintain a safe program environment and facility that align with District rules and regulations;
- Develop, conduct, promote, supervise, and participate in various athletic, craft, social, cultural, and instructional activities to include use of equipment, and District reports;
- Respond to public inquiries made by telephone, correspondence, or during public meetings about assigned programs while maintaining a professional attitude and appearance;
- Respond to injuries, by administering First Aid and CPR if needed and adhering to District guidelines, policies & procedures;
- Demonstrate continuous effort to improve operations, streamline work processes;
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money and make change, and prepare District reports;
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment and cleaning, stocking facilities;
- May assist with marketing, presentations, and District public appearances.

SENIOR LEADER:

- May act as the Camp or Assistant Camp Director for the District's summer camp program or may act as lead for the Excursion Program;
- Assist with staff schedules;
- Provide input on yearly performance reviews;

- Will serve in a lead capacity for other Recreation Leaders.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak before groups of customers or employees of organization.

EDUCATION and/or EXPERIENCE:

- Senior Leader: thirty (30) units of applicable college course work; two (2) years recreation or volunteer related experience preferred.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

CERTIFICATES, LICENSES, REGISTRATIONS: Some positions require an average amount of driving, therefore, if assigned to such positions, the employee must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates, or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

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 stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and 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 the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

APPLICANTS MUST BE AVAILABLE FOR TRAINING DURING THE FOLLOWING DATES:

**JUNE 6, 7, 10, and 11th, 4:00pm to 8:00pm
AND MUST ATTEND ALL INSERVICE TRAINING.**

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 -or – at www.pvrpd.org

Application: Based on the information provided in the application documents, those candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement through any subsequent phase of the examination. Be sure to include all pertinent information regarding your education and experience; attach additional sheets if necessary. Fill out the application completely and neatly; blank spaces may cause rejection. Falsification or omission of material fact is cause for rejection, removal from the eligibility list, or dismissal. **A District application is required.** Resumes will not be accepted in lieu of a completed application.

Appraisal Interview: A job related appraisal interview, for the top candidates, will be conducted to evaluate and compare participating candidate's knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job.

NOTE: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

Apply Immediately

OPEN UNTIL FILLED

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District
C/o Human Resources
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x113
Fax: 805-383-0316
Email: kdrewry@pvrpd.org
Web: www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

All supplemental forms and certifications **MUST** be submitted with the completed PVRPD Employment Application.

PLEASANT VALLEY RECREATION AND PARK DISTRICT, CAMARILLO, CA

BENEFITS

- **Sick Leave**
- **457 Plan**
- **Flexible Schedule**

ASSISTANT CAMP DIRECTOR - SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION

Supplemental forms that are incomplete or missing information may disqualify the application.

Full Name: _____

Email address: _____ Phone: _____

Explain why you want to work as an “assistant camp director”:

Explain your experience working with children and/or the public:

List any prior leadership or supervisory experience you feel is beneficial to this position:

List any special skills or certifications:

Additional notes or comments:

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Camp Hours are Monday – Friday 7:00am – 6:00pm plus set up and clean up. You may be scheduled at any time during those hours and in accordance to your work permit. Camp runs from mid-June through the end of August. Approval of time off during camp season will be extremely limited. List your hours of availability AND any time off needed on the attached sheet.

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
PART TIME AVAILABILITY – SUPPLEMENTAL QUESTIONNAIRE**

Name: _____ Cell phone: _____

If you are a seasonal employee, your estimated last day will be: _____

Email address: _____

I AM <u>AVAILABLE</u> TO WORK DURING THESE HOURS EACH DAY.						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

LIST ANY TIME OFF REQUESTS YOU ARE AWARE OF AT THE TIME OF APPLICATION

Day	Date	Time	NOTES

As a part-time employee, you will not receive "regularly scheduled" hours and are not "guaranteed" a specific number of hours per week. You will NOT be scheduled more than 960 hours per fiscal year from July 1 - June 30 based on the needs of the District.

Notes:

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