



CAMP COUNSELOR

**Part Time Starting at \$16.50 per hour
APPLY IMMEDIATELY**

The Pleasant Valley Recreation & Park District is currently accepting applications for Camp Counselor (payroll title Recreation Leader) to serve as counselors for the 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, assist with recreation programs and activities to provide opportunities and encourage and promote a healthy lifestyle for community residents, based on District rules, regulations, policies, and procedures. May work with any aspect of recreation programs and/or work in any assigned division or department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- 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 and procedures.
- Demonstrate continuous effort to improve operations and streamline work processes.
- Perform cash handling duties using basic mathematical calculations with speed and accuracy, receive payment, count money, make change, and prepare District reports.
- Will assist in minor maintenance of recreational facilities to include setting up/breaking down equipment, cleaning, and stocking facilities.
- May assist with marketing, presentations, and District public appearances.
- 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 and provide input on yearly performance reviews.

QUALIFICATIONS

Education and Experience:

Two years of High School or GED with two (2) years recreation-related experience preferred. Work experience with youth/teens/seniors is desirable; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

Special Qualifications:

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 the 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.

Knowledge, Skills, and Abilities:

- Knowledge of common office practices and basic office equipment and software.
- 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. Must possess excellent oral and written communication skills.

PHYSICAL DEMANDS

The work is categorized as medium. Additionally, the following physical abilities are required:

- Mobility: frequently required to stand, sit, twist, and walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl.
- Lifting: frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.
- Dexterity: use hands to finger, handle, or feel.
- Hearing/Talking: frequent hearing and talking, in person and on the phone or two-way radio.
- Vision: Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Emotional/Psychological: frequent concentration; frequent public and/or coworker contact; occasional working alone.
- Environmental: frequent exposure to heat, cold, and inclement weather conditions.

WORK ENVIRONMENT

While performing the duties of this job, the employee is occasionally exposed to the 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 9, 10, 11, 12, and 13th, 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.

BENEFITS

- Sick Leave
- 457 Plan
- Flexible Schedule

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

PLEASANT VALLEY RECREATION AND PARK DISTRICT, CAMARILLO, CA

CAMP COUNSELOR - 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 a “camp counselor”:

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

List any prior employment or volunteer 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 to 6:00pm plus set up and clean up. You may be scheduled at any time during those hours and in accordance with 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 (family vacations, sports camp, etc.) 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 AVAILABLE 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 – Jun 30 based on the needs of the District.

Notes:

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