



ASSISTANT CAMP DIRECTOR

(Payroll Title: Senior Recreation Leader)

Part Time Starting at \$18.59 per hour

APPLY IMMEDIATELY

The Pleasant Valley Recreation & Park District is currently recruiting for Assistant Camp Director (payroll title: Senior Recreation Leader) for our Camp Funtastic Day Camp Program. This position plays a key leadership role in creating a safe, organized, and engaging summer experience for children ages 5–11, while also supporting our Counselors-in-Training (CIT) program for youth ages 12–15.

Assistant Camp Directors help oversee daily camp operations, support and guide camp staff, coordinate activities, supervise field trips and pool walks, and assist with maintaining a positive and structured camp environment throughout the summer.

We are seeking individuals who are dependable, energetic, adaptable, and confident working with both children and staff in a fast-paced environment. Ideal candidates lead by example, communicate effectively, stay calm under pressure, and are committed to creating a fun, safe, and inclusive experience for all campers.

This position is a great opportunity for individuals interested in recreation management, education, youth development, childcare leadership, or related fields. Previous experience working in camps, youth programs, childcare, sports programs, or leadership roles is highly desirable.

JOB 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. Will oversee programming such as classes, day camp, and Senior Services program.

ESSENTIAL JOB FUNCTIONS

- 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.
- Work with contracted instructors to ensure classes are running smoothly; this includes input into registration

software and maintaining District Activity Guide.

- Assist with staff schedules.
- Provide input on yearly performance reviews.
- Will serve as a lead capacity for other Recreation Leaders.
- Perform other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Associate degree preferred with major course work in related field with at least three (3) years of recreation experience. Volunteer or paid 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:

- 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 an organization.

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 10 pounds, 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

The noise level in the work environment is usually loud.

**APPLICANTS MUST BE AVAILABLE FOR TRAINING DURING THE FOLLOWING DATES:
JUNE 8, 9, 10, and 11th, 4:00pm to 8:00pm
AND MUST ATTEND ALL INSERVICE TRAINING.**

APPLICATION AND SELECTION PROCESS

Application forms may be obtained on-line at www.pvrpd.org

Application: Applications will be reviewed based on the information provided in the application materials. Candidates whose qualifications most closely match the needs of the position will be invited to continue in the selection process. Meeting the minimum qualifications does not guarantee advancement to the next phase of the recruitment.

Applicants should include all relevant education and experience in their application. Incomplete applications may be rejected.

Falsification or omission of material facts may result in disqualification from the recruitment process, removal from the eligibility list, or termination if employed.

A complete District application is required. Resumes will not be accepted in place of completed application.

Applicants are responsible for ensuring all required documents are submitted at the time of application.

Availability: A completed Availability Sheet must be attached to your application at the time of submission. Applications submitted without required documents will be considered incomplete and will not be considered for this position.

Appraisal Interview: The most qualified candidates will be invited to participate in a job-related appraisal interview, where their knowledge, skills, and abilities will be evaluated in relation to the requirements necessary for successful job performance.

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 /E-MAIL/ 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**

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

Camp Funtastic operates 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 June 15th to August 14th. 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.

Name: _____ Cell phone: _____

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 – Jun 30 based on the needs of the District.

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