



# CAMP COUNSELOR

Part Time Starting at \$16.90 per hour

**APPLY IMMEDIATELY – Supplemental Questionnaire Required**

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The Pleasant Valley Recreation & Park District is currently recruiting Camp Counselors (Recreation Leaders) for our Camp Funtastic Day Camp Program. Camp Counselors play an important role in creating a safe, structured, and fun summer experience for children ages 5–11, as well as supporting our Counselors-in-Training (CIT) for youth ages 12–15.

Counselors lead daily activities including games, crafts, and group programming while helping foster a positive camp environment. Responsibilities also include supervising campers during field trips and weekly walks to the Pleasant Valley Aquatic Center, ensuring camper safety, and supporting the overall safety and success of the program throughout the camp day.

We are seeking individuals who are reliable, energetic, patient, and enthusiastic about working with children. Ideal candidates enjoy being active, work well in a team setting, and are committed to creating a positive and inclusive environment for all campers.

This position is a great opportunity for individuals interested in pursuing careers in education, recreation, youth development, or sports leadership. Previous experience working with children in camps, sports programs, childcare, tutoring, or youth volunteer programs is highly desirable.

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**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 8, 9, 10, and 11<sup>th</sup>, 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](http://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 completed District application is required. Resumes will not be accepted in place of a completed application.

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

**Supplemental Questionnaire and Availability:** A completed Supplemental Questionnaire and Availability Sheet must be attached to your application at the time of submission. Applications submitted without these 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.

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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](mailto:kdrewry@pvrpd.org)  
Web: [www.pvrpd.org](http://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.

Applicant Full Name: \_\_\_\_\_

**1. Why are you interested in working as a Camp Counselor for Camp Funtastic?**

Tell us what excites you about working with children and what you think makes a great camp experience.

**2. Describe your experience working with children ages 5–12.**

Include camps, sports programs, babysitting, tutoring, volunteering, or other youth programs. What types of activities did you help lead or supervise?

**3. Describe a fun activity, game, or craft you would lead with a group of campers.**

Explain the activity and why you think children would enjoy it.

**4. Scenario Question – Problem Solving**

You are leading a game and several campers begin arguing and refusing to follow the rules, which is upsetting the rest of the group. How would you handle the situation?

**5. Scenario Question – Camper Engagement**

A camper in your group seems shy and does not want to participate in activities with the rest of the group. What would you do to help them feel included?

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**AND MUST ATTEND ALL INSERVICE TRAINING.**

**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 15<sup>th</sup> to August 14<sup>th</sup>. 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 |
|-----|------|------|-------|
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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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