EMPLOYMENT OPPORTUNITY

CAMP CAPITOLA LEADER
Salary: $14.31 - $16.56 per hour
Part-time /Seasonal
OPEN UNTIL FILLED

CURRENT OPENING
The Capitola Recreation Department is currently accepting applications for the position of Camp Capitola Leader for our summer day camp, for youth ages 6-16 that offers a variety of activities including outdoor games, sports, arts and crafts, drama productions, beach days, and special events. The Camp Leader is a Part-Time/Seasonal position from June through August, not to exceed 960 hours in a calendar year.

DUTIES
Under the supervision of the Camp Capitola Coordinator and Assistant Coordinator, the Camp Leader will act as an instructor and activity leader for a youth summer recreation program. Instructors will help design, organize, implement and supervise a variety of activities and field trips.

REQUIRED QUALIFICATIONS
• Any combination of education and/or background in recreational or educational programs for children
• Experience working in direct supervision of children and/or experience working in a camp setting
• Ability to enthusiastically lead activities
• Ability to communicate effectively with youth, parents and other staff
• Ability to understand and carry out oral and written directions
• Ability to perform effectively in situations requiring disciplinary or emergency action
• Ability to follow the program guidelines and perform to standard
• Ability to be a role model for the Junior Leader program
• Must be 18 years of age or older
• All applicants must be fingerprinted
• Proof of negative tuberculosis test or clear chest X-ray must be presented within 14 days of hire - No exceptions.

DESIRABLE QUALIFICATIONS
• Current Basic First Aid and C.P.R. certification or ability to obtain
• Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
• Training or experience in working with children with special needs

SALARY/WORK SCHEDULE
The program is held Monday through Friday from 8:30 a.m. - 4:30 p.m. and runs from mid-June through mid-August. There are also Extended Care hours: mornings 8 a.m. -9 a.m., and afternoons, 4:30-5:30 pm. Staff training is June 8th to the 12th and clean-up/inventory days at the conclusion of the program.
APPLICATION DEADLINE
Applications can be submitted to Nikki Bryant LeBlond at nbryant@ci.capitola.ca.us or the Recreation Division at the City of Capitola, 4400 Jade St, Capitola CA 95010. Please include resume, application, supplemental questions and any copies of certifications. An application may be obtained by going to the City’s website at www.cityofcapitola.org/cityadministration/page/capitola-job-applications.

SUPPLEMENTAL QUESTIONS
What experience do you have working with children, designing and leading activities?

Please tell us about any special skills you have that relate to our program offerings.

NOTIFICATION
If you have been selected for an interview for the position, you will be notified as soon as possible.

Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.

The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.