



4400 Jade St  
Capitola, California 95010  
Telephone: (831) 475-5935  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **CAMP CAPITOLA COORDINATOR**

Salary: \$21.14 - \$24.47 per hour

Full-Time/Seasonal

OPEN UNTIL FILLED

---

#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the Camp Capitola Coordinator for summer day camp serving 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 Coordinator is a Full-Time/Seasonal position from April through August, not to exceed 960 hours in a calendar year. Candidates for the Camp Coordinator position must be available for full-time hours (40 hours/week) for the summer months (June through August).

#### **GENERAL PURPOSE**

Plan, organize and implement Camp Capitola, a youth summer recreation program at Jade Street Park, under the supervision of the Capitola Recreation Division administration. The Coordinator will: train, schedule, provide feedback and coaching as part of supervision of Camp staff; order and maintain equipment and supplies as related to the program; work with Leaders to plan and implement activities; coordinate daily use facilities; supervise field trips; develop a weekly calendar of events; handle problems, complaints, and conflicts; complete all required paperwork; work closely with the Recreation administration.

#### **REQUIRED QUALIFICATIONS**

- Any combination of education and/or background in recreational or educational programs for children and teenagers
- Experience supervising staff and providing feedback for performance improvement
- Must be 18 years of age or older
- Ability to understand and carry out oral and written directions
- Ability to communicate effectively with youth, parents, and provide direction for staff
- Ability to follow the program guidelines and perform to standard
- A safe driving record as determined by the City's Personnel Department
- Perform effectively in situations requiring disciplinary or emergency action;
- 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**

- Ability to design and implement a camp program
- Ability to be versatile, flexible, friendly, cooperative, and willing to learn new skills
- Possess a valid California driver's license.
- Current Basic First Aid and C.P.R. certification or ability to obtain

- 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. Staff training is June 7<sup>th</sup> to the 11<sup>th</sup> and clean-up/inventory days at the conclusion of the program.

### **APPLICATION PROCESS**

Applications can be submitted to Nikki Bryant LeBlond at [nbryant@ci.capitola.ca.us](mailto: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](http://www.cityofcapitola.org/cityadministration/page/capitola-job-applications).

### **SUPPLEMENTAL QUESTIONS**

What experience do you have supervising staff, providing coaching and feedback?

Please tell us about any special skills 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.**