



4400 Jade St
Capitola, California 95010
Telephone: (831) 475-5935
FAX: (831) 475-6279
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

CAMP CAPITOLA ASSISTANT COORDINATOR

Salary: \$17.39 - \$20.13 per hour

Full-Time/Seasonal

OPEN UNTIL FILLED

CURRENT OPENING

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

GENERAL PURPOSE

In collaboration with the Camp Coordinator, the Assistant Coordinator will assist in planning and implementation of Camp Capitola, a youth summer recreation program at Jade Street Park, under the supervision of the Capitola Recreation Division administration. The Assistant Coordinator will assist in scheduling and supervision of Camp Leaders and assist in coordination of daily activities and field trips. The Assistant Coordinator will directly supervise the Junior Leader program and create valuable enrichment education and opportunities for leadership while assisting with activities.

REQUIRED QUALIFICATIONS

- Any combination of education and/or background in recreational or educational programs for children and teenagers
- Experience in designing and implementing relevant activities and workshops that provide work-training experience
- Must be 18 years of age or older
- Experience in working in a Camp environment
- Be a role model and provide leadership for Leaders, Assistant Leaders and Junior Leaders
- Ability to understand and carry out oral and written directions
- Ability to communicate effectively with the youth, parents, and recreation staff
- 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

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

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^h to the 11^h 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 teens in leadership programs?

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.