



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
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Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **CAMP CAPITOLA JUNIOR LEADER COORDINATOR**

Salary: \$14.08 - \$16.30 per hour

Part-Time/Seasonal

FILING DEADLINE: **Friday, April 1, 2016**, by 5:00 pm

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#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the position of Junior Leader Coordinator of our Summer Camp Capitola, for kids ages 6-11. The Camp Junior Leader Coordinator is a Part-Time/Seasonal position from April through September, 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**

Under the supervision of the Camp Coordinator, the Junior Leader Coordinator will directly supervise a small number of teen volunteers, or Junior Leaders, who assist the Leaders in our summer recreation program. Camp Capitola offers a variety of activities for kids ages 6-11, including outdoor games, sports, arts and crafts, drama productions, beach days, and special events. The Junior Leader Coordinator will oversee and coordinate the interaction of staff and volunteers and the work-flow on-site. He or she will also work to create a valuable learning experience for the Junior Leaders, including: following the program guidelines and performing to standard, training in leading activities and supervising children, working with others, taking directions, dealing with difficult situations, and effective communication.

#### **REQUIRED QUALIFICATIONS**

Any combination of education and/or background in recreational or educational programs for children and/or in supervising staff or teenagers; experience in working in a Camp-type environment; current Basic First Aid and C.P.R. certification. Applicants must be 18 years of age or older and possess a valid California driver's license. All applicants must be fingerprinted.

#### **DESIRABLE QUALIFICATIONS**

Applicant will work cooperatively with the program Coordinator to design and implement activities/workshops for the program and to provide work-training experience for the Junior Leaders. He or she should be effective in designing and implementing relevant activities; be able to understand and carry out oral and written directions; communicate effectively with the Coordinator, Leaders, Junior Leaders, children, parents, and recreation staff; perform effectively in situations requiring disciplinary action; provide leadership; and be versatile, flexible, friendly, cooperative, and willing to learn new skills.

#### **SALARY/WORK SCHEDULE**

The program is held Monday through Friday from 9:00 a.m. - 4:30 p.m., and runs from mid-June through mid-August. There are also Extended Care hours: mornings 7:30-9 a.m., and afternoons, 4:30-6 pm, which you may need to cover or help cover. The Junior Leader Coordinator will schedule a Junior Leader training on Saturday or Sunday the weekend before the program starts.

**APPLICATION DEADLINE**

Applications must be submitted to the Recreation Department, 4400 Jade Street Capitola, CA 95010 by the filing deadline. No postmarks accepted. Please include copies of required certifications and/or proof of enrollment in classes to obtain them. An application may be obtained by calling the City of Capitola at 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org).

**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.**