



420 Capitola Avenue
Capitola, California 95010
Telephone: (831) 475-7300
FAX: (831) 464-8659
Website: www.cityofcapitola.org

EMPLOYMENT OPPORTUNITY

CAMP CAPITOLA LEADER

Salary: \$11.87 - \$13.74 per hour

Part-Time/Seasonal

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

CURRENT OPENING

The Capitola Recreation Department is currently accepting applications for the position of Camp Capitola Leader for our Summer Camp Capitola, for kids ages 6-11. The Camp Leader is either a **Part-Time/Seasonal or Full-Time/Seasonal position (depending on what is needed)** from June through August, not to exceed 960 hours in a calendar year.

DUTIES

Under the supervision of the Program Coordinator, the Camp Leader will act as an instructor and activity leader for our children's summer recreation program. Instructors will help design, organize, implement and supervise a variety of activities for kids ages 6-11, including outdoor games, sports, arts and crafts, drama productions, beach days, and special events.

REQUIRED QUALIFICATIONS

Any combination of education and/or background in recreational or educational programs for children, direct supervision of children and/or experience working in a Camp setting. Applicant must have current Basic First Aid and C.P.R. certification. Applicants must be 18 years of age or older; all applicants must be fingerprinted.

DESIRABLE QUALIFICATIONS

Ability to: assist in designing and enthusiastically leading children's activities; follow the program guidelines and perform to standard; understand and carry out oral and written directions; communicate effectively with children, parents, Junior Leaders and other staff; be versatile, flexible, friendly, cooperative, and willing to learn new skills; perform effectively in situations requiring disciplinary or emergency action; training or experience in working with children with special needs.

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.

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.