



Pleasant Valley Recreation and Park District, Camarillo, CA

EMPLOYMENT OPPORTUNITY

Assistant Camp Director

(payroll title: Senior Recreation Leader I)

Hourly – Range: \$11.95 - \$15.82

Part Time Seasonal; 25 – 35 hours per week

Application Deadline: Friday, May 5, 2017

The Pleasant Valley Recreation and Park District is currently accepting applications for an Assistant Camp Director (payroll title Senior Recreation Leader I) to assist with the District's summer camp. We are looking for a positive, creative, self-starter with good customer service skills, a "can do attitude", experience working with children, and the ability to work independently as a member of a cohesive team.

Under supervision of the camp director, the assistant director will cover a wide range of hours including weekday mornings, afternoons and evenings with some weekend and holidays shifts as well. The assistant director will assist in the overall operation of summer camp, staff meetings, counselor in training program, and preparation of activities and field trips. In addition to facilitating activities, the assistant director will provide excellent customer service; prepare written information relating to camp and detailed lesson plans. The assistant director may work in other aspects of the District's recreation programs as needed. Weekly hours vary and attendance is required at staff meetings. Strong numeric, verbal, and written communication, listening and computer skills are a must. The assistant director may temporarily supervise camp staff and volunteers. Candidate must have the ability to adhere to attendance and punctuality guidelines and will be required to perform additional duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES A focus of Quality Customer Service being primary for all positions. Performs other duties as assigned. Recreation Leader Series and Senior Recreation Series require the following:

- Follow District's safety procedures
- Supervise day of staff and volunteers
- Have knowledge of and experience working with children 14 and under.
- Build a class curriculum based around a theme.
- Ability to adapt to new situations and flexibility to work in multiple program areas.
- Perform accurate cash handling operations and ability to count money using addition and subtraction.
- Ability to communicate effectively with co-workers and customers in person and over the phone.
- Provide outstanding customer services as the first point of contact, and be responsible for determining the customer's needs and providing appropriate assistance, informing or directing customers to the appropriate area/individual for further assistance, responding to various questions regarding the District's services and classes, researching and resolving problems in response to customer and staff requests.
- Perform a variety of general administrative and clerical duties in support of the District; collecting fees, helping set up for camp, classes and events, prepare correspondence and other written material including typing, copying, and faxing information as requested.
- Assist in the development and promotion of programs, services and events as requested, while maintaining order and enforcing District rules and regulations.
- Perform set-up and breakdown of facility and equipment as needed.
- Perform daily cleaning of facility and other areas as assigned.
- Assume a professional attitude and appearance at all times while on duty.
- Administer First Aid, CPR, and Automatic External Defibrillator (AED) as trained as needed.
- See job description of Recreation Leader I/II & Senior Leader I/II for further details.

EDUCATION/EXPERIENCE: Thirty (30) units of applicable college course work; two (2) years recreation or volunteer related experience. Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

CERTIFICATIONS, LICENSES, REGISTRATIONS: Position requires average amount of driving, therefore, must own a vehicle or have daily access to a vehicle, and possess a valid California Driver's License, and maintain appropriate insurance on vehicle used in the course of business duties. Position may involve driving to events as a representative of the District. CPR and First Aid Certification required within first six (6) months of hire date. At the option of the Department Manager or Recreation Supervisor, persons hired into this position may be required to either possess at entry or obtain within specified time limits designated licenses, certificates or specialized education and training relevant to the area of assignment. Successful completion of tuberculosis screening and criminal justice fingerprint clearance/background check required.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Working knowledge of: common office practices; basic office equipment and software.
- Must possess excellent oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports

LANGUAGE SKILLS: Must possess good oral and written communication skills. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively to customers, staff, volunteers, contractors and community groups as a representative of the District.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand; sit; twist, and use hands to finger, handle, or feel. The employee is frequently required to walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear. The employee must frequently lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually loud.

APPLICATION AND SELECTION PROCESS

Application forms may be obtained at the District Office at 1605 E. Burnley St., Camarillo, CA 93010 -or – at www.pvrpd.org

Application: Based on the information provided in the application documents, candidates with the most desirable qualifications will be invited to continue in the selection process. Not all applicants meeting the minimum qualifications are guaranteed advancement. Fill out the application completely; blank spaces or false information may cause rejection.

Interview: A job related interview will be conducted to evaluate and compare participating candidates' knowledge, skills, and abilities in relation to those factors which job analysis has determined to be essential for successful performance of the job. After the Appraisal Interview, the top candidates may be invited to a second interview with District staff.

Note: The District does not reimburse applicants for travel, lodging, or other expenses resulting from their participation in the selection process.

MAIL / FAX / DROP OFF DISTRICT APPLICATION, RESUME, AND ADDITIONAL FORMS TO:

Pleasant Valley Recreation and Park District
C/o Human Resources
1605 E. Burnley Street
Camarillo, CA 93010

Phone: 805-482-1996 x113
Fax: 805-383-0316
Email: kdrewry@pvrpd.org
Web: www.pvrpd.org

The successful candidate must pass a Department of Justice Live Fingerprint Scan, Background /Reference Check, Screenings for Alcohol, Drug and Tuberculosis prior to the start of employment.

All supplemental forms and certifications **MUST** be submitted with the completed PVRPD Employment Application.

Senior Recreation Leader I - SUPPLEMENTAL QUESTIONNAIRE TO PVRPD APPLICATION
Supplemental forms that are incomplete or missing information may disqualify the application.

Name: _____

Phone: _____ Cell: _____ Email: _____

Describe your experience working with the public:

Describe your experience and involvement working with children:

Describe your experience working in a camp setting:

Describe your experiences developing and conducting a curriculum:

Rate your experience using specific computer software programs and your level of expertise:

Microsoft Word	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___
Microsoft Excel	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___
Microsoft Power Point	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___
Adobe Illustrator	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___
Adobe In-Design	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___
Adobe Photoshop	Beginner___	Intermediate___	Advanced___	Expert___	No Experience___

Circle each online registration system you have experience with:

e-Recreation Safari Class Active Net Sportsman Other_____

List additional skills, abilities, language, or certifications that you feel would be beneficial to this position.

This form must be turned in with your District application

**PLEASANT VALLEY RECREATION AND PARK DISTRICT
PART TIME AVAILABILITY – SUPPLEMENTAL QUESTIONNAIRE**

Name: _____

Home Phone: _____ Cell phone: _____ Other: _____

Today's Date: _____ I can begin working this schedule on: _____

If you are a seasonal employee, your estimated last day will be: _____

Email address: _____

I AM AVAILABLE TO WORK DURING THESE HOURS EACH DAY.						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

LIST ANY TIME OFF REQUESTS YOU ARE AWARE OF AT THE TIME OF APPLICATION

Day	Date	Time	NOTES
<i>Wednesday</i>	<i>06/30/17</i>	<i>all day</i>	
<i>Thursday</i>	<i>7/29/2017</i>	<i>4:00-9:00pm</i>	

As a part-time employee, you will not receive "regularly scheduled" hours and are not "guaranteed" a specific number of hours per week. You will NOT be scheduled more than 960 hours per fiscal year from July 1 - June 30 based on the needs of the District.

Notes: _____

