



Pleasant Valley Recreation and Park District, Camarillo, CA

EMPLOYMENT OPPORTUNITY:

Camp Counselor

(Recreation Leaders for Day Camp)

Part time, seasonal, non-exempt, hourly – Starting \$11.00

APPLY IMMEDIATELY

The Pleasant Valley Recreation and Park District is currently accepting applications for Recreation Leaders to serve as counselors for the Camp Funtastic Day Camp program. The District is seeking highly motivated, patient, creative and energetic individuals who enjoy working with children. This position is for those that wish to work in an in-door/out-door camp/class setting. This is a great opportunity for those that wish to enter the education, sports and parks and recreation field.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Adhere to District policies and procedures.
- Develop knowledge of and work with youth ages 5 – 11, teens and adults.
- Build and/or follow a camp curriculum based around a theme or sport.
- Ability to communicate orally to a group of individuals – both children and adults.
- Ability to adapt to new situations and flexibility to work in multiple camp/program areas.
- 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.
- Set-up/clean-up for camp, classes and events, facility and equipment as needed.
- Prepare correspondence and other written material as requested.
- Perform daily cleaning of facility and other areas as assigned.
- Assist in the development and promotion of recreation programs, services and events as requested, while maintaining order and enforcing District rules and regulations.
- 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.
- Arrive on time and as scheduled to accommodate work shifts accordingly.
- Provide close supervision of program participants.
- See full job description for Recreation Leader for further details.
- Attend all in-services and staff trainings.

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 and correspondence. Ability to speak before groups of customers or employees of organization.

CERTIFICATES, 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.

EDUCATION and/or EXPERIENCE:

- Recreation Leader I: must possess a valid work permit and have completed two years of High School; six (6) months of recreation or volunteer experience. Volunteer or paid work experience with youth/teens/seniors is desirable.

Or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job.

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.

**APPLICANTS MUST BE AVAILABLE FOR TRAINING DURING THE DATES JUNE 7TH, 8TH, 9TH, 11TH AND 12TH.
AND MUST ATTEND ALL INSERVICE TRAINING.**

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.

Apply Immediately

Application Deadline: OPEN UNTIL FILLED

INTERVIEWS WILL BE HELD IN MARCH AND AGAIN IN APRIL

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.

Complete this sheet and return with your District Application

Full Name: _____

Email address: _____ Phone: _____

Explain why you want to work as a “camp counselor”:

Explain your experience working with children and/or the public:

List any prior employment or volunteer experience you feel is beneficial to this position:

List any special skills or certifications:

Additional notes or comments:

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Camp Hours are Monday – Friday 7:00am – 6:00pm plus set up and clean up. You may be scheduled at any time during those hours and in accordance to your work permit. Camp runs from mid-June through the end of August. Approval of time off during camp season will be extremely limited. List your hours of availability AND any time off needed on the attached sheet.

This sheet must be returned with your 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
Wednesday	06/30/17	all day	
Thursday	7/29/2017	4:00-9:00pm	

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: _____

