**Camp Director**

**Go Recreate Summer Camp**

**Recreation Specialist III ; $16.32-$20.82 per hour/DOE ; Part-time /Seasonal**

**THE POSITION**

Under general supervision of the Recreation Coordinator II, the Recreation Specialist - Go Recreate Summer Camp Director provides supervision, coordination, leadership, and implementation of all program elements for Go Recreate camp staff and volunteers. Go Recreate Day Camp program hours are M-F 7:30a.m. to 12:30p.m. and M-F 12:30p.m. to 5:30p.m.

**Mandatory training June 8 - June 12, 2015**

Program dates June 15 - August 14, 2015

**EXAMPLE OF DUTIES**

- Coordinates and implements all camp program manuals and elements.
- Working with camp staff, determine camp theme weeks and curriculum.
- Interviews potential camp staff and recommend for hire.
- Directs camp staff and volunteers; coordinates work schedules.
- Completes and submits all required administrative paperwork.
- Ensures the safety of staff and participants during program.
- Coordinates leadership training for staff and volunteers.
- Enforces park, program and District rules and regulations.
- Resolves conflicts with campers and staff when they arise.
- Conducts meetings with staff and volunteers.
- Encourages and provides positive public relations and excellent customer service.
- Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

- At least 18 years of age.
- At least two years experience (paid or volunteer) working with participants in a structured or supervised recreational program.
- Possess or obtain by date of employment valid certification in CPR and First Aid.
- Provide proof of negative TB skin test.
- Bi-lingual a plus, but not necessary.

**KNOWLEDGE AND ABILITIES**

- Knowledge and skills of intentional camp activities such as outdoor recreation, sports, arts and crafts, large group games and field trip coordination.
- Ability to work independently with minimum supervision
- Experience in programming and working with youth.
- Education background in physical education, outdoor recreation, early childhood education or other related fields is desired.
- Strong organizing, teambuilding, and communication skills.
- Complete required reports, program evaluations and staff evaluations in a timely manner.
- Excellent customer service skills.

**Important Information**

- Application due 4/21/15
- Position opens until filled.
- All applicants must complete a H.A.R.D. Application.
- ADA please notify this office regarding the type of reasonable accommodations needed 3 days following recruitment closing date.
- Applications can be picked up and delivered to:
  H.A.R.D. – Go Recreate Camps
  1099 “E” Street
  Hayward, CA 94541

For more information or to apply please call (510) 887-0400 or email zunv@haywardrec.org

**Licenses, Certificates and other Requirements for the position:**

- Proof of U.S. residency.
- Ability to obtain First Aid and CPR certification required.
- Provide proof of negative TB Skin Test
- Possession of a valid California Drivers License.
- Any offer of employment to an adult employee who will have direct contact with minors is conditional upon a satisfactory fingerprint clearance and background check (DOJ).

H.A.R.D. IS AN EQUAL OPPORTUNITY EMPLOYER