



Assistant Day Camp Director

\$14.70 – 17.87 Hourly

**** Part-Time (Seasonal) Position ****

The Opportunity & Ideal Candidate:

The City of San Gabriel's Community Services Department is seeking an Assistant Day Camp Director who has a strong work ethic and customer service skills, can communicate effectively with others, and can work in a fast-paced, team environment. The Assistant Day Camp Director is required to work a flexible schedule including evenings and weekends.

The successful candidate is a leader with the ability to work effectively within a diverse community and is able to coordinate and supervise staff and program activities. This team player takes a customer service approach to the implementation of policies and understands the principles and practices of recreation programs.

Position Summary:

Under general direction of the Recreation Supervisor, the Assistant Day Camp Director is responsible for assisting the Day Camp Director in the development, implementation and supervision of a wide variety of activities for youth including sports, contests, tournaments, games and special events. The Assistant Day Camp Director will also assist in developing routines, schedules and procedures for camp operations, as well as with ordering of supplies and equipment, and supervise and evaluate program staff and operations. The Assistant Day Camp Director will adhere to all City and departmental policies and procedures and perform related duties as required. This position will be approximately 25-30 hours per week.

Minimum Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be relevant college coursework and previous experience working in a related field. Although other combinations may be considered, a typical way to obtain the knowledge, skills and abilities would be one year of experience in parks and recreation or a closely related field. Advanced knowledge of Microsoft computer software is desirable.

Licenses and Certifications:

- *A valid Class C California Driver's License and ability to maintain a satisfactory driving record are required.*
- *The ideal candidate also must submit a copy of complete certification in CPR and First Aid.*

Physical Demands:

- *Ability to lift up to 25 pounds or more; sit, stand, squat, kneel, climb stairs, stoop and walk for prolonged periods of time, and get from one location to another in the course of doing business.*

Special Requirements:

- *A successful candidate must be available to work nights, weekends, and holidays as needed.*

Compensation & Benefits:

\$14.70 – 17.87 per hour. Participation in Public Agency Retirement Services in lieu of Social Security. Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.

Application Procedure:

Open until filled- apply immediately! Candidates must complete a City of San Gabriel application. To apply, please visit jobs.sangabrielcity.com. *Faxed, emailed or hard copies of applications and/or résumés are not accepted.*

Candidates considered for employment will be screened by the California Department of Justice. The City of San Gabriel maintains a drug, alcohol, smoke-free work environment, and enforces a zero tolerance policy relating to substance abuse.

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.

COMMUNITY SERVICES

Community Services
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San Gabriel, CA 91776

(626) 308-2875
www.sangabrielcity.com