



28 Orinda Way, Orinda • California • 94563

Camp Counselor
Part-Time – Temporary
\$13.00-15.00 per hour (DOQ)

Positions:

The City of Orinda Parks and Recreation Department is currently seeking qualified individuals to fill summer Camp Counselor positions in the Recreation Division. These positions take direction from the Camp Director and report to the Recreation Coordinator.

Work hours vary depending on the number of staff and participants. Approximate work hours are:

- Monday – Friday 9:00am-3:30pm June 12th, 2017 – August 18th, 2017
- Extended Care 6:45am-9:00am, 4pm-6pm.

Training dates are required and a condition of employment.

- Training is currently scheduled for Saturday, June 10 from 9am to 5 pm.

Incumbents of the position will provide their own transportation to program site(s).

Essential Duties:

- Safely and appropriately supervise campers at all times.
- Use positive discipline and communicate effectively with parents/guardians.
- Bring energy and enthusiasm to the camp environment every day.
- Plan and lead arts, crafts, games and sports according to the theme of the week.
- Serve as a mentor and role model to campers.
- Perform as a team player.
- Model positive behavior.

Minimum Qualifications:

Education: Must have completed at least tenth (10 grade). College-level coursework in Recreation, Sports Administration, Human Development, Education or related field preferred.

Experience: Recreation, athletics and/or education experience is desirable. Experience teaching and/or working with children and youth age twelve (12) and under is preferred.

Any combination of experience and education that will likely provide the required knowledge and abilities will be considered.

Licenses/Certifications: CPR, First Aid, and AED training and/or certification are required prior to the first day of camp.

Special Requirements: Must have completed at least tenth (10) grade.

Selection Process:

Send a City employment application and resume (optional): City of Orinda Parks and Recreation

General Information (925) 253-4200 (ph) (925) 254-9158 (fax)	Administration (925) 253-4220 (ph) (925) 254-2068 (fax)	Planning (925) 253-4210 (ph) (925) 253-7719 (fax)	Parks & Recreation (925) 254-2445 (ph) (925) 253-7716 (fax)	Police (925) 254-6820 (ph) (925) 254-9158 (fax)	Public Works (925) 253-4231 (ph) (925) 253-7699 (fax)
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Department ATTN: Jackson Stearns, 28 Orinda Way, Orinda, CA 94563, Attention: Orinda Camp Staffing, **by Friday, March 24, 2017 (initial screening) or positions will remain open until filled.**

City employment applications may be obtained by downloading from www.cityoforinda.org calling the City of Orinda at (925) 253-4220 or visiting the City Admin Offices located at 22 Orinda Way or the Parks and Recreation Department located at 28 Orinda Way, Orinda, CA 94563.

All applicants will be notified by phone or email if they are invited to participate further in the selection process.

The City of Orinda is an Equal Opportunity Employer. Candidates with a disability which may require special assistance in any phase of the application or testing process should submit a request for accommodation with the application. Documentation of the need for accommodation must accompany the request.

Benefits

This is a non-benefited temporary position.