



CITY OF LA MESA  
invites applications for the position of:

# Recreation Day Camp Aide - Summer Season

An Equal Opportunity Employer

**SALARY:** \$8.00 /Hour

**OPENING DATE:** 03/04/13

**CLOSING DATE:** 04/08/13 12:00 PM

## POSITION SUMMARY:

The City of La Mesa has several openings for energetic and enthusiastic Day Camp Aides for the Summer Day Camp Program (June 17 - August 14 / 8-1/2 week obligation). Our Summer Day Camp Program is operated through La Mesa Community Services. Camp La Mesa offers children ages 5 to 13 years a fun-filled summer. Activities include weekly field trips, crafts, cooking, singing, organized games, swimming, and more. Day Camp meets Monday through Friday, 9:00 a.m. to 3:00 p.m. with extended care available 6:30 a.m. through 6:00 p.m. We are closed Thursday, July 4th in observance of the Fourth of July holiday. This is a part-time, temporary position working approximately 22 hours per week, Monday through Friday. Hours will vary pending the shift. Examples of shifts are 7:30 a.m. to 1:00 p.m. or 12:00 p.m. to 6:00 p.m. Each shift includes a 1/2 hour unpaid lunch/break.

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

To provide general assistance and support to assigned recreation program and activities; to set up and issue equipment for recreational activities; to assist in providing on-site supervision of recreation program and activity participants; and to perform a variety of general and routine administrative tasks in support of recreation programs.

## KEY RESPONSIBILITIES:

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

- Assist Day Camp Leaders with arts and crafts projects, organized games and sports.
- Assist with watching over campers during lunch time.
- Assist campers in pool on a daily basis (afternoon shift only).
- Assist on field trips and outings (both shifts).
- Interface daily with campers, general public and other city colleagues.
- Respond to public inquiries in a courteous manner; provide information within the area of assignment.
- Perform basic custodial duties as assigned.

**MINIMUM QUALIFICATIONS:**

*Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

**Experience:**

Some experience as a participant in recreational leadership activities with large groups of elementary-age children is desirable.

**License / Certificate:**

Applicants must be 16 years of age or older at time of appointment. If applicant is still in high school, must provide California Work Permit.

Possession of a Cardiopulmonary Resuscitation Certificate (Infant, Child & Adult) required by date of hire.

Possession of an AED Certificate required by date of hire.

Possession of a Standard First Aid Certificate required by date of hire.

California ID/Drivers License, or sufficient proof of identification required for fingerprinting purposes.

**Other:**

- Ability to get in front of 70 campers and perform in a group setting.
- Ability to professionally assist with organizing and participating in all camp activities.
- Knowledge of organized games and ability to lead them.
- Ability to maintain a high level of enthusiasm and represent a positive role model to the children at Camp La Mesa.
- Ability to work in a team setting.
- Ability to take direction from Day Camp Leaders, Camp Directors or Recreation Supervisor.
- Ability to attend orientation on **Saturday, June 8th, 2013**.
- Successful completion of a physical exam is required (physical demands and working conditions will be provided upon request).

**EXAMINATION PROCESS:**

Interested applicants must submit an online application and supplemental questionnaire by the application deadline. All required certificates and/or licenses must be submitted by date of hire. Only those candidates whose qualifications most closely meet the needs of the City will be invited to participate in the interview process. **Interviews are tentatively scheduled for the week of April 22nd, 2013.** Submission of an application does not guarantee participation in the testing process.

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.cityoflamesa.com>

RECREATION DAY CAMP AIDE - SUMMER SEASON  
CD

Job #

OUR OFFICE IS LOCATED AT:  
8130 Allison Avenue

La Mesa, CA 91942  
619-667-1175  
[hr@ci.la-mesa.ca.us](mailto:hr@ci.la-mesa.ca.us)

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**Recreation Day Camp Aide - Summer Season Supplemental Questionnaire**

- \* 1. Each applicant must complete this supplemental questionnaire as part of the application screening and selection process. The information you provide will be reviewed and used to determine your eligibility to move forward in the selection process. Incomplete responses, false statements, omissions, or partial information may result in disqualification from the selection process. Do you agree to answer each supplemental question truthfully and that your responses can be verified from information included within the application?
- Yes    No
- \* 2. I certify that I will be age 16 or older by June 8th, 2013. Please note: Applicants who are still in high school will be required to obtain a California Work Permit.
- Yes    No
- \* 3. Do you possess or have the ability to obtain a current CPR (Infant, Child & Adult) Certificate by date of hire? If you possess the certificate, please attach a copy to your application.
- Yes    No
- \* 4. Do you possess or have the ability to obtain a current AED Certificate by date of hire? If you possess the certificate, please attach a copy to your application.
- Yes    No
- \* 5. Do you possess or have the ability to obtain a current Standard First Aid Certificate by date of hire? If you possess the certificate, please attach a copy to your application.
- Yes    No
- \* 6. I have experience working with children 5-13 years of age.
- Yes    No
- \* 7. Please describe your experience, if any, leading craft projects and/or organized games for large groups of elementary-age children. If you do not have any experience, please type "N/A".
- \* 8. INSTRUCTIONAL - I am able to teach (check all that apply):
- Cooking
  - Crafts
  - Drawing
  - Organized Games
  - Singing / Instruments
  - Science Experiments
  - Skits / Drama
- \* 9. SPORTS - I am able to teach (check all that apply):

- Badminton
- Baseball
- Basketball
- Football
- Soccer
- Softball
- Stretching
- Swimming
- Volleyball

\* 10. I would be available to begin employment on (please type earliest date available):

\* 11. The Summer Day Camp Program runs from June 17th to August 14th, with a mandatory orientation training on Saturday, June 8th, 2013. Are you willing and able to work this schedule?

- Yes    No

\* Required Question