



CITY OF LA MESA
invites applications for the position of:

Recreation Day Camp Leader (Summer Season)

An Equal Opportunity Employer

SALARY: \$8.31 - \$8.73 Hourly

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 Leaders 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 25-30 hours per week, Monday through Friday. Hours will vary pending the shift. Examples of shifts are 6:30 a.m. to 1:30 p.m., 8:50 a.m. to 3:20 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 assist in teaching classes or to lead a variety of recreational program activities involved in the implementation of recreational programs for the City including sports, special events, day camps, arts and crafts and other recreational programs and activities; to provide on-site supervision for program implementation; to set up and issue equipment for recreational activities; and to maintain records and reports.

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.

- Supervise 10 to 20 campers per week, ages 5 - 13 years.
- Plan and lead varied activities each week.
- Observe necessary precautions to ensure the safety of program participants and their activities.
- Interface daily with parents, general public and other city colleagues.
- Supervise aides(s) and teen volunteers.
- Assist campers in pool on a daily basis.

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:

Equivalent to the completion of the twelfth grade. College-level coursework in recreation, physical education or a closely related field is highly desirable.

Experience:

At least one year of responsible experience working in a recreation program.

License or Certificate:

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

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

Possession of AED Certificate required by date of hire.

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

Other:

- Ability to professionally plan, organize, and implement activities in a day camp program.
- Ability to effectively handle and diffuse disruptive behavior among program participants.
- Ability to meet and deal tactfully and effectively with program participants and the public.
- Ability to get in front of 70 campers and perform in a group setting.
- Ability to maintain a high level of enthusiasm and represent a positive role model to the children at Camp La Mesa.
- 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.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.cityoflamesa.com>

RECREATION DAY CAMP LEADER (SUMMER SEASON)
Job #
CD

OUR OFFICE IS LOCATED AT:

8130 Allison Avenue

La Mesa, CA 91942

619-667-1175

hr@ci.la-mesa.ca.us

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Recreation Day Camp Leader (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. Have you graduated from high school or passed a General Education Development (GED) test?
- Yes No
- * 3. Do you have at least one year of responsible experience working in a recreation program?
- Yes No
- * 4. 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
- * 5. 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
- * 6. 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
- * 7. Please describe IN DETAIL an activity that you planned and implemented. If you have no experience planning and implementing an activity, please type "N/A".
- * 8. Please describe any experience you have had supervising large groups of children. If none, please type "N/A".
- * 9. INSTRUCTIONAL - I am able to teach (check all that apply):
- Cooking
 - Crafts
 - Drawing
 - Organized Games
 - Singing / Instruments
 - Science Experiments

Skits / Drama

* 10. SPORTS - I am able to teach (check all that apply):

Badminton

Baseball

Basketball

Football

Soccer

Softball

Stretching

Swimming

Volleyball

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

* 12. 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