

**Hayward Area Recreation and Park District**  
*Employment Opportunity*

# ***Junior Camp Counselor (Volunteer)***

***Application Deadline: Friday, March 23, 2012 by 5:00 p.m.***

***Volunteer Position***

***Part-time /seasonal***

## **THE POSITION**

This **volunteer position** is supervised by a Camp Counselor. This is a beginning level leadership position that assists in providing **instruction, supervision, and leadership** for weekly camper groups of 12-15 youth at East Avenue Camps: Camp Tenderfoot, Camp Potowatomi, X-Camp, and Vida Nueva Leadership Camp. Camp runs June 25 - August 17, 2012 (plus training days) and is held outdoors at East Ave. Park, Mon. – Fri., 8:45 a.m. – 3:15 p.m. (X-Camp: 7:30-9 a.m. and 3-5:30 p.m.) with a weekly overnigher for Camps Potowatomi and Vida Nueva.

## **EXAMPLE OF DUTIES**

- Under guidance, **assist in conducting and providing camp activities** such as crafts, games, skits, hikes, and group activities for camper groups of all ages.
- Under guidance, assist in supervising and ensuring safety of participants.
- Alert Camp Counselors of conflicts with campers as soon as they arise.
- Attend weekly staff meetings.
- Encourage and provide **positive public relations and excellent customer service.**
- Perform other duties as assigned.

## **MINIMUM QUALIFICATIONS**

- At least 14 yrs. old **OR** completed the 8<sup>th</sup> grade.
- Must submit application on or before **March 23, 2012 by 5:00 p.m.**
- If over 18 years – must have fingerprint clearance form DOJ.
- Provide proof of negative TB skin test.
- Bi-lingual a plus, but not necessary.
- Must attend mandatory staff training days **June 21 (late afternoon) and June 22, 2012** (East Ave. camps only.)
- Must be able to volunteer at least two weeks.
- Must be available for a 20-minute interview on **April 14 and 15, 2012.**

## **KNOWLEDGE AND ABILITIES**

- Knowledge and skills of camp activities such as nature study, song leading, swimming, hiking, storytelling, crafts, cookouts, and skits.
- Experience as a camper, volunteer, tutoring or combination.
- Leadership activities in school or other setting preferred.
- Enjoys working with children, learning new skills, and working in an outdoor setting.
- Takes guidance and instruction willingly.

**FOR MORE INFORMATION OR TO APPLY, PLEASE CALL (510) 881-6700  
or visit [www.haywardrec.org](http://www.haywardrec.org)**



### ***Important Information***

- Junior Camp Counselor - Volunteer applications due **March 23, 2012**, 5 pm.
- Applicants must be available for a 20-minute interview on April 14 and April 15, 2012 and be able to attend mandatory training on June 21-22, 2011 (East Ave. camps only.)
- All applicants must complete a Junior Camp Counselor - Volunteer 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.  
1099 "E" Street  
Hayward, CA 94541
- **For additional information please contact H.A.R.D. at (510) 881-6700.**

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