



## **J O B   D E S C R I P T I O N**

**POSITION:**                               **RECREATION LEADER / CAMP COUNSELOR**

**WAGE:**                               **\$11.00 - \$11.50 - \$12.03 - \$12.58 - \$13.16 PER HOUR**

### **JOB DESCRIPTION**

Plan, lead, and implement recreational activities for children 4–17 (primarily 5-12) years of age in recreational programs. Supervise program participants in indoors and outdoors settings

### **EXAMPLES OF DUTIES** (This is a general description of duties and is not all-inclusive)

- Plan, implement and lead age appropriate activities for children which may include: arts and crafts, dance, drama, games, sports, songleading, storytelling, field trips and special events
- Assist in setting up and taking down of equipment
- Supervise program participants indoors and outdoors
- Attend staff meetings and training sessions
- Assist Camp Director and/or Program Specialist in program development, scheduling special events and activities
- Perform other duties as assigned

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by the Camp Director and/or Program Specialist and the Recreation Supervisor

### **MINIMUM QUALIFICATIONS**

- Must be at least 15 years of age, 16 preferred
- Must have special skills in art, sports, science, theater, music and dance
- Must be able to effectively lead groups and provide an enjoyable experience for young campers
- Must have good organizational skills and reliably complete tasks in a timely manner
- Must be able to work independently and as part of a team
- Must be able to establish and maintain positive and productive relations with others
- Must be able to work in changing indoor and outdoor climates
- Knowledge of recreational principles and practices
- Paid or volunteer experience in a camp or recreational setting for school age children

### **REQUIREMENTS FOR EMPLOYMENT**

- Must be able to handle sensitive and/or stressful situations or information with tact, discretion and significant awareness of confidentiality
- Must effectively communicate with adults and children from a variety of cultural backgrounds
- Willingness to comply with suspected child abuse reporting (11166.5 PC)

- Employees are required to be certified in Adult/Child CPR & First Aid from American Red Cross, American Heart Association or supervisor approved equivalent. Employees must be certified within 30 days of hire date or prior to the first day of work, whichever occurs earlier.
- Fingerprinting and TB test are required
- Must submit verification of legal right to work in the United States as a condition of employment

### **SELECTION PROCESS**

Qualified application will be evaluated on the basis of related experience and quality of presentation. The most highly qualified applicants will be invited to an oral interview. Applicant evaluations may include a written and physical test. Satisfactory candidates will be placed on an eligibility list. Placements are anticipated immediately after the list is established. Some placements may be assigned to emphasize public education as the City's needs require.

### **APPLICATIONS MAY BE OBTAINED AT**

City of Fremont, Recreation Services Division  
3300 Capitol Avenue, Building B, Fremont, CA 94538  
Or [www.fremont.gov](http://www.fremont.gov)

**For further information regarding this position, please call (510) 494-4347**

**THE CITY OF FREMONT IS AN EQUAL OPPORTUNITY EMPLOYER.  
WE DO NOT DISCRIMINATE ON ANY BASIS.**

The Recreation Services Division will make reasonable efforts in the examination process to accommodate persons with disabilities and for religious reasons. Please advise us of special needs in advance of the examination by calling (510) 494-4347.

Some positions may require a health evaluation.

The information contained herein is subject to change and does not constitute either an expressed or implied contract.