



## **J O B   D E S C R I P T I O N**

**POSITION: CAMP DIRECTOR (Activity Specialist II)**

**WAGE: \$13.10 - \$13.71 - \$14.34 - \$15.01 - \$15.71 - \$16.44 - \$17.22 PER HOUR**

### **JOB DESCRIPTION**

The Camp Director is primarily responsible for general and/or specialty camps, such as Sunnyside Daycamp, Playcamp, Nature Camp, Young Entrepreneur Camp, etc. The Camp Director is responsible for all aspects of camp planning and implementation of camp programming.

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

- Plan and implement daily and weekly activities
- Develop, schedule and supervise part-time staff and "Counselors in Training"
- Handling parent and community inquiries
- Conducting weekly staff meetings
- Requisite and purchase supplies
- Preparing flyers and calendars
- Transport supplies to various locations
- Perform other duties as assigned

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by a coordinator or Recreation Supervisor.

### **MINIMUM QUALIFICATIONS**

- Must be at least 18 years of age and one year experience in a recreation related field (or equivalent) or two years working experience as a leader in a recreation program or similar work experience (one year equals two full summers of program); preferable with school age children
- Possession of Class "C" California Driver's License and a good driving record (3 year, no points) from DMV
- Must have experience planning camp activities for school age children in a variety of settings (after school, child care and classroom experience may be substituted)
- Must have strong organizational skills and work independently and reliably complete tasks
- Must be able to work in changing climates (indoors and outdoors)
- Must be physical ability to load/unload, and carry bundles of supplies up to 25 lbs.
- Must have excellent written and oral communication skills
- Ability to requisition supplies and/or purchasing program supplies within City guidelines
- Must be able to establish and maintain productive relations and positive attitudes with coworkers to provide a positive experience for children and provide feedback for parents

## **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 applications 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) 494-4349**

**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.