



## **J O B   D E S C R I P T I O N**

**POSITION: CAMP SPECIALIST (Activity Specialist I)**

**WAGE: \$12.00 - \$12.55 - \$13.13 - \$13.73 - \$14.37 PER HOUR**

### **JOB DESCRIPTION:**

Energetic and responsible leaders are needed to work with youth ages 4-17 (primarily 5-12) in a variety of camp and community service programs. The Camp Specialist is required to plan and implement sports, games, arts-n-crafts, dance and outdoor work projects.

### **SUPERVISION EXERCISED AND RECEIVED**

General supervision is provided by the Camp Director and the Recreation Supervisor

### **MINIMUM QUALIFICATIONS** (This is a general description of duties and is not all-inclusive)

- Must be at least 18 years of age
- Must enjoy working with youth between the ages of 4 and 17 years old
- Must be able to meet the following physical requirements:
  - Must be able to work in changing climates (indoors and outdoors)
  - Ability to lift and carry 25 lbs
  - Ability to be in the sun up to seven hours per day
  - Ability to do physical labor for three to four hours per day
- Must have basic knowledge of sports, games and crafts, etc.
- Must have ability to establish and maintain positive and productive working relationships

### **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) 790-5520**

**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.