



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **CAMP CAPITOLA COORDINATOR**

Salary: \$16.71 - \$19.34 per hour

Part-Time/Seasonal

FILING DEADLINE: **Friday, April 1, 2016**, by 5:00 pm

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#### **CURRENT OPENING**

The Capitola Recreation Department is currently accepting applications for the position of Coordinator of our Summer Camp Capitola, for kids ages 6-11. The Camp Coordinator is a Part-Time/Seasonal position from April through September, not to exceed 960 hours in a calendar year. Candidates for the Camp Coordinator position must be available for full-time hours (40 hours/week) for the summer months (June through August).

#### **GENERAL PURPOSE**

Plans, organizes and coordinates Camp Capitola, a children's summer recreation program at Jade Street Park, under the supervision of the Capitola Recreation Department administration. The Coordinator will: assist in hiring; train, schedule and supervise Camp staff; order and maintain equipment and supplies as related to the program; work with staff to plan, organize and implement activities; coordinate daily use and maintenance of utilized facilities; develop a weekly calendar of events; handle problems, complaints, and conflicts; develop an effective and rewarding work experience for Junior Leaders who volunteer in the program; complete all required paperwork; work closely with the Recreation Department's administration.

#### **REQUIRED QUALIFICATIONS**

Any combination of education and/or background in recreational or educational programs for children and supervising staff; experience in working in a Camp-type environment and designing a Camp/children's recreational program; current Basic First Aid and C.P.R. certification. Applicants must be 18 years of age or older and possess a valid California driver's license. All applicants must be fingerprinted.

#### **DESIRABLE QUALIFICATIONS**

Ability to: design and implement a Camp program; follow the program guidelines and perform to standard; understand and carry out oral and written directions; communicate effectively with children, parents, and other staff; be versatile, flexible, friendly, cooperative, and willing to learn new skills; perform effectively in situations requiring disciplinary or emergency action; training or experience in working with children with special needs.

#### **SALARY/WORK SCHEDULE**

The program is held Monday through Friday from 9:00 a.m. - 4:30 p.m., and runs from mid-June through mid-August. There are also Extended Care hours: mornings 7:30-9 a.m., and afternoons, 4:30-6 pm, which you may need to cover or help cover. The Coordinator will schedule a staff training on Saturday or Sunday the weekend before the program starts, and clean-up/inventory days at the conclusion of the program.

**APPLICATION DEADLINE**

Applications must be submitted to the Recreation Department, 4400 Jade St., Capitola CA 95010, by the filing deadline. No postmarks accepted. Please include copies of required certifications and/or proof of enrollment in classes to obtain them. An application may be obtained by calling the City of Capitola at 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org).

**NOTIFICATION**

If you have been selected for an interview for the position, you will be notified as soon as possible.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**



The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.

**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**