

Application Process:

- Applicants are required to complete the District's standard application. To receive an application and copy of the job description, please call (916) 332-7440, go to our website at www.nhrpd.org or email scott@nhrpd.org.
- Application and resume should be submitted to NHRPD, 6040 Watt Avenue, North Highlands, CA 95660 or emailed to scott@nhrpd.org.
- All completed applications will be reviewed.
- Selected Applicants will be invited to for an interview.

**The deadline for applications is
Friday, March 12, 2010.**

NORTH HIGHLANDS RECREATION
AND PARK DISTRICT
6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660



**NORTH HIGHLANDS
RECREATION AND
PARK DISTRICT**

IS SEEKING TO FILL THE
POSITIONS OF

Summer Kids Camp
Camp Supervisor
Recreation Leader

Application Deadline:
March 12, 2010

**6040 WATT AVENUE
NORTH HIGHLANDS, CA 95660
(916) 332-7440**

Summer Kids Camp

The Summer Kids Camp is a youth program committed to providing recreation and educational activities to youth grades K-6. Summer Kids Camp consists of 9 themed week long sessions starting June 7th and ending August 6th. Camp will consist of field trips, special guests, walks to nearby parks, swimming at the community pool, team building activities and much more.

Camp Supervisor

Under the supervision of the Recreation Supervisor, the Camp Supervisor will develop and implement Summer Kids Camp programs, direct Recreation Leaders on daily activities and ensure that policies and procedures are being followed to ensure the safety of camp participants.

Essential Job Functions:

- Plan, organize and implement a wide variety of recreational activities.
- Regularly assess and evaluate program for effectiveness.
- Stay abreast of innovative ideas on providing recreation for youth.
- Complete and submit incident, accident, vandalism, damage and participant reports as needed.
- Establish rapport and communicate daily events and activities with parents.
- Meet with Recreation Supervisor weekly to share happenings from the week and discuss the next week's schedule.
- Supervise and keep account of all participants while at Facility or on Field Trips.

- Prepare weekly activity schedules and give to Recreation Supervisor to approve. Distribute approved schedules to parents.
- Enforce sign in/out procedures.
- Administer first aid and handle emergency situations as they arise.
- Attend all staff meetings and training sessions.
- Other duties may be required.

Qualifications

Minimum Qualifications:

- Two years experience of progressive leadership and program planning.
- Demonstrated involvement and commitment to bettering the lives of youth.
- Ability to communicate effectively, both verbally and in writing.
- Applicants must be at least 21 years of age.
- High school Diploma or GED.
- College courses in the general areas of child development and/or recreation studies.

Applicant must have:

- CPR/First Aid certification
- Clear TB test within last year
- Valid Driver's License and transportation
- All applicants must be fingerprinted

Salary:

\$13.00-\$15.00 per hour

Recreation Leader

Under the direction of the Camp Supervisor, the recreation leader assists with the planning, organizing,

implementing, leading and monitoring of camp activities. The recreation leader is responsible for ensuring a safe, fun and educational environment for all camp participants. Prepare, set up, lead and participate in a wide variety of activities.

Essential Job Functions:

- Supervise and keep account of all participants while at Facility or on Field Trips.
- Foster positive discipline principles, emphasizing right choices over wrong choices.
- Perform physical inspection of facility prior to, during and after use to ensure safe environment.
- Administer first aid and handle emergency situations as they arise.
- Attend all staff meetings and training sessions.
- Other duties may be required.

Qualifications:

Minimum Qualifications:

- One year of progressive leadership and program planning experience.
- Applicants must be at least 18 years of age
- High school graduation or GED
- College courses in the general areas of child growth and development

Applicant must have:

- CPR/First Aid certification
- Clear TB test within last year
- Valid Driver's License and transportation
- All applicants must be fingerprinted

Salary:

\$9.00-\$11.00 per hour