

## Job Description

# Bronco Kidz All Sports Camp Assistant Coordinator

### Duties and Responsibilities:

#### Staffing

- Assist Camp Coordinator and Assistant Director of Recreation in conducting a pre-camp staff orientation and weekly staff meetings.
- Serve as a role model and in a peer supervisory position for all coaches.
- Oversee execution of camp curriculum by camp coaches.
- Attend weekly staff meetings.

#### Daily Operations

- Provide on-site supervision during all hours of camp, including extended care.
- Prepare supplies, equipment, and water for daily activities and ensures all items are returned and stored at the end of the day.
- Inspect activity spaces for hazards, report hazards, and adjust programs accordingly.
- Ensure a safe and fun environment for all campers.
- Assist Camp Coordinator with camper sign in and sign out.
- Assist Camp Coordinator with announcement at camp opening, lunch, and closing.
- Manage participant and coach behavior.
- Conduct rounds to ensure all staff is on task.
- Help execute camp special events and activities.
- Ensure all camp first aid packs are fully stocked and that each group has one at all times.
- Maintain neat and accessible storage area, equipment area, and camper lost and found.
- Handle campers that become ill throughout the day. Determine care as needed and make parental phone calls.
- Post daily schedules in camp headquarters (conference room) as well as at Malley Center Front Desk.
- Respond to emergencies as needed.
- Fill in as needed for absent staff.

#### Other

- Assist coaches with creation of lesson plans for each sport and assist Camp Coordinator with daily schedules.
- Ensures compliance by staff and campers for all policies and procedures set forth in the staff manual and emergency procedures manual.
- Provide positive public relations with parents and campers.
- Ride with campers to ER during any ambulance transports and stay until parents arrive.
- Assists the Camp Coordinator and Assistant Director of Recreation with any other duties as needed.

### Required Qualifications

- Santa Clara University student (must have been enrolled during spring or summer session)
- Previous experience in a camp setting or other successful experience working with children in a group setting.
- Genuine interest in school age children and concern for their well being.
- Availability during all hours of camp.
- General knowledge of a variety of sports and other recreational activities.
- Certification in American Red Cross Child CPR & Standard First Aid.
- Complete and pass a background check per University requirement.
- Ability to supervise peers and children.

### Preferred Qualifications

- Previous supervisory or managerial experience.
- Commitment to providing quality service.
- Excellent oral and written communication skills.

### Period of Employment

Provide on-site supervision during camp, Monday – Friday, 7:45 a.m. – 4 p.m. (extended care until 6 p.m.).

Session 1: June 25 – June 29

\*\*\*No session week of July 2-6

Session 2: July 9 - July 13

Session 3: July 16 - July 20

\*\*\*No session week of July 23-27

Session 4: July 30 - August 3

Session 5: August 6 - August 10

Session 6: August 13 - August 17

In addition: pre/post camp set-up and staff training

**Compensation**

\$9.00 per hour.

**Application Process**

Submit application to the Malley Center, attention to Kathryn Hutchings, Assistant Director of Recreation. Position is open until filled.

**For More Information**

Email [camp@scu.edu](mailto:camp@scu.edu) or call the Assistant Director of Recreation at 408-554-5480.