

Job Description

Bronco Kidz All Sports Camp Part Time Staff

The part time staff members are needed to cover our early morning drop off and extended care. If the applicant has a sports background and is available to assist, they will also be used as a sub for the coaching staff, as needed.

Duties and Responsibilities

- Ensure a safe, positive, and fun environment for all campers.
- Provide on-site supervision during early drop off and extended care.
- Attend and participate in a pre-camp staff training (week of June 14-18, specific days and times are TBD).
- Provide positive public relations with parents and campers.
- Manage participant behavior.
- Conducts roll call, and sign out with all campers assigned to your group.
- Communicate openly with Camp Coordinator and Assistant Coordinator as needed or appropriate.
- Know and comply with all policies and procedures set forth in the staff manual and emergency procedures manual.
- Inspect activity spaces for hazards, report hazards, and adjust programs accordingly.
- Maintain clean facilities including picking up trash and putting away equipment.
- Respond to emergencies as needed.
- Sub as a coach when a camp coach calls in sick for work.

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.
- Available during work hours and training dates.
- 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.

Preferred Qualifications

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

Period of Employment

Provide on-site supervision during early morning drop off which is Monday – Friday, 7:45 a.m. – 9:00 a.m.

Provide on-site supervision during extended care which is Monday – Thursday, 3:45 p.m. – 6:00 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

Compensation

\$8.00 per hour.

Application Process

The required application is online at <http://www.scu.edu/recreation/CampStaff.cfm>. Return it to the Malley Center, attention to Kathryn Hutchings, Assistant Director of Recreation. Position is open until filled. For more information, email camp@scu.edu.