Employment Opportunity

City of St. Helena, California

Day Camp Director

Part-Time, Seasonal: June 4th—August 10th
Salary Range: $18.88- $20.80 hourly

ABOUT THE CITY

The City of St. Helena is located in the center of the premier Napa Valley wine-making region of California approximately 60 miles north of the San Francisco Bay Area. The City has a population of approximately 6,000 and is a full service city with its own Police Department, Public Library, Building Department, Water and Sewer Departments and Part-Time Fire Department.

Application Deadline:

Open Until Filled
**Distinguishing Characteristics:** The St. Helena Recreation Outdoor Adventure Day Camp is a K-5 camp held at St. Helena’s Crane Park. It runs seven weeks from June 18th - August 10th (no camp week of July 1st). Each week features a different theme filled with arts and crafts, nature exploration, games and sports, movies and books, swimming and fieldtrips. Shifts are 8 hours from 8:30 am - 5 pm Monday through Friday. Under general direction and support of the Recreation Supervisor, the **Day Camp Director** is responsible for overseeing all aspects of weekly planning, staffing, supervision, and evaluation of the **Day Camp Program**.

**Examples of Duties: (include but are not limited to the following)**
- Ensures the safety and well-being of all Day Campers at all times.
- Assists with day camp training; supervises day camp staff; facilitates staff planning meetings; reviews campers’ progress; organizes and maintains all record keeping; evaluates staff.
- Resolves conflicts and utilizes appropriate behavior management techniques in dealing with unwanted behaviors.
- Schedules, plans and leads age-appropriate activities, incorporating such activities as arts, crafts, games, sports, music, outdoor exploration, swimming, special events, cooking, etc.
- Initiates & maintains a positive rapport with children, parents, staff, and community.
- Addresses parent questions and concerns in a timely, positive, professional manner.
- Drives 12 passenger van and supervises campers/staff on field trips on a weekly basis.
- Reports serious injuries and accidents to the Recreation Supervisor immediately and completes appropriate injury/incident report and injury log.
- Presents a positive, professional atmosphere through a clean and neat appearance.
- Registers campers and collects registration fees.
- Encourages and enforces the following of all Day Camp Policies & Procedures.

**Knowledge and Abilities:**
- Must be a high-school graduate age 21+ with prior leadership experience working with youth incorporating such activities as arts & crafts, sports, outdoor education, recreation, swimming, special events, cooking, etc.
- Requires three years of prior experience and/or college-level coursework in the areas of Recreation, Education, Physical Education, Child Development, Psychology, Social Work, Health and Human Services, scouting, or other youth related activities preferred.
- Must display a commitment to working with youth and adults from a variety of backgrounds.
- Prior supervisory experience of staff or volunteers is required.
- Current Driver’s License and certification in Community CPR, First Aid & Safety is required by date of hire. Applicant must pass a background check. Lifeguard Training Certification is preferred, but not required.
- Experience with and/or ability to learn Activenet registration software and Microsoft Office applications.
- Experience with basic cash handling required.
- Must possess strong customer service skills & ability to communicate effectively with parents, campers, and staff.

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications may not include all duties performed by individuals within a classification. In addition, specifications are intended to outline the minimum qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.
To apply for this position please apply online at calopps.org and enter 'St. Helena' into the search field. Contact Mandi Ward at Mward@cityofstheleona.org or 707-967-2737 with questions.

Note: Meeting the minimum qualifications does not guarantee advancement in the selection process.

There is a no smoking policy in effect within the City offices and vehicles. St. Helena is an equal opportunity employer. The City of St. Helena will require documentation of the legal right to work in the United States as required by the Immigration Reform and Control Act upon hire.