Employment Opportunity
City of St. Helena, California

Day Camp Staff

Part-Time, Seasonal: June 4th—August 10th
Salary Range: $10.50- $12.77 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
The City of St. Helena has an exciting opportunity to fill a part-time position in the Human Resources Department. This is a great opportunity to become part of a team of dedicated individuals that take pride in serving the local community.

**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. Under general direction and support of the Day Camp Director, the **Day Camp Staff** is responsible for ensuring the safety and well-being of all campers, assists with age-appropriate activities, and provides children and pre-teens with a positive role model.

**Examples of Duties:** *(include but are not limited to the following)*
- Ensures the safety and well-being of all campers.
- Works cooperatively with Day Camp Director & Leader in assisting with age-appropriate activities; incorporating arts, crafts, games, sports, music, nature exploration, swimming, special events, cooking, etc.
- Initiates & maintains a positive rapport with campers, parents, staff, and community.
- Cares for and maintains all equipment and City property. Informs Day Camp Director of damage immediately.
- Assists with snack preparation and cleanup; end of day cleaning as needed.
- Reports injuries and accidents to the Day Camp Director immediately. Fills out appropriate injury/ incident report and injury log.
- Presents a positive, professional atmosphere through a clean and neat appearance.

**Knowledge and Abilities:**
- Must be 16+ with prior experience working or volunteering with youth incorporating such activities as arts & crafts, sports, music, drama, community service, swimming, special events, cooking, scouting, etc.
- Must have the ability to initiate and maintain a positive rapport with youth and parents; to balance role as friend and supervisor/leader; and to apply appropriate behavior management techniques to appropriate situations.
- Community CPR, First Aid & Safety training will be provided during the first week of employment and must be passed to retain employment. Must pass a background check prior to start date.
- Ability to swim and comfort in the water with children is highly preferred.
- Must display a commitment to working with youth and adults from a variety of backgrounds.
- Shifts are approximately 6 hours that vary between the hours of 7:30 am - 5:30 pm Monday through Friday.

To apply for this position please apply online at [calopps.org](http://calopps.org) and enter ‘St. Helena’ into the search field. Contact Mandi Ward at Mward@cityofsthelena.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.