

Group Leader/Instructor (Explorer Camp) (4128U),  
Recreation & Wellbeing - 62890  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=227945>

Downloaded On: May. 8, 2024 6:01am

Posted Dec. 20, 2023, set to expire Jun. 30, 2024

<b>Job Title</b>	Group Leader/Instructor (Explorer Camp) (4128U), Recreation & Wellbeing - 62890
<b>Department</b>	Recreation & Wellbeing
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Dec. 20, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services
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**Job Description**

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**Group Leader/Instructor (Explorer Camp) (4128U), Recreation & Wellbeing - 62890**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the

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transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](https://grow.berkeley.edu).

## Departmental Overview

The Department of Recreation & Wellbeing provides competitive and recreational opportunities for students, faculty, staff and campus affiliated community members. In addition to the 30 sports clubs, the department offers a wide range of recreational activities and state of the art equipment.

## Application Review Date

The First Review Date for this job is: January 2, 2024

## Responsibilities

### I. GENERAL SUPERVISION

- Provide general supervision, risk management, and downtime activities for campers.
- Develop age appropriate relationships with campers and identify and meet individual campers' needs.

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- Help campers leave their comfort zones and take healthy risks while improving knowledge and skill.
- Account for all campers, take attendance regularly, and transition period procedures.
- Walk campers safely between locations and supervise them on water/bathroom breaks.
- Assist campers with belongings, lost and found, sunscreen/water, trash pick-up, etc.
- Assist and guide campers in resolving their own problems and step-in only when necessary.
- Supervise and coach Junior Counselors, Counselors-in-Training, and Campers in Leadership Training (CILTs) working in your area/group, providing direction and feedback to them as necessary.
- Motivate campers, Junior Counselors, Counselors-in-Training, and CILTs to enthusiastically participate in all activities.

## II. PROGRAM INSTRUCTION & FACILITATION

- Teach age-appropriate skills and activities in a progressive sequence and/or assist with leading activities as assigned by the supervisors.
- Prepare and submit a specific lesson plan or activity for each activity session; plan progressive lessons with any co-counselors based on campers' ages and skill levels.
- Run organized and well-executed classes where there is maximum opportunity for participation in diverse activities that are creative and engaging.
- Provide summer camp instruction to children (ages 5-16) in one or more of the following areas: archery, arts and crafts, badminton, baseball, basketball, card games, chess, dance, drama, field hockey, football, frisbee, golf, lacrosse, leadership, motor fitness, music, nature studies, rugby, self-defense, skateboarding, soccer, softball, table tennis, Taekwondo, tennis, track and field, volleyball, and yoga.
- Actively participate and engage with all campers.
- Connect the camp values and life skills to the activities in a developmentally appropriate manner.

## III. ADMINISTRATIVE

- Keep equipment, binder, and supplies in order, well maintained, and in the proper location.
- Complete and submit paperwork accurately (required training, timesheets, lesson plans, certifications, etc.)
- Document and submit all incident and accident reports to supervisors, as needed.
- Conduct daily check of activity area for safety and cleanliness; make needed improvements or report needs to a supervisor or team leader.

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#### IV. MISCELLANEOUS

- Assist with assigned check-in and check-out procedures.
- Promote theme days or group traditions to help campers and staff feel united as a group.
- Help all campers make friends and enjoy the camp experience.
- Look for ways to make camp better and share those in your weekly staff meetings.
- Assist with, lead, and/or participate in all special events, staff meetings, and programs designated by your supervisor.
- Fill staffing needs and/or gaps at any of the other Berkeley Youth Recreation summer camp programs as determined by the supervisors.
- Maintain a supportive environment for all youth and facilitate camper involvement.

#### Required Qualifications

- Has knowledge of Youth Recreation Programs, program planning/development, program structures, basic classroom management, and youth learning styles
- Service orientation, judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally.
- Client service minded, entrepreneurial spirit and creative thinking.
- Must have highly effective verbal and written communication skills.
- Must be proficient in the use of basic computer applications.
- Knowledge of and/or ability to learn campus policies and procedures.

#### Education/Training:

- High school diploma and/or equivalent certification/education/training.
- Red Cross Infant/Child/Adult CPR certification.

#### Preferred Qualifications

- At least one year (or 12 months) previous experience leading recreational programs for youth.

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**Education/Training:**

- Some college or Associate Degree and/or Bachelor's Degree and/or equivalent experience/training.
- Certification to instruct in the applicable recreational sports program or equivalent experience.

**Salary & Benefits**

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is \$20.50 - \$21.25.

- This is a 6- to 12-month, 30%, part-time (12 hours per week), contract position that is not eligible for UC benefits.
- This position is non-exempt and bi-weekly.
- Part-time summer camp staff work a minimum of 3 months out of the year and then have the option to work an additional 3 to 6 months at youth camps during the Fall, Winter, and Spring seasons. Part-time staff hired in Fall, Winter, and Spring work a minimum of 6 months, with the option to be extended 3 additional months through the summer.

**How to Apply**

To apply, please submit your resume and cover letter.

**Conviction History Background**

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This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### **Mandated Reporter**

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

### **Other Information**

This is an ongoing hiring process with numerous positions available. Applications will be regularly assessed, and hiring will occur at various points throughout the year. The job listing will remain open for as long as applications are accepted.

### **Equal Employment Opportunity**

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

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**Contact Information**

Please reference Academickeys in your cover letter when  
applying for or inquiring about this job announcement.

**Contact**

N/A

University of California, Berkeley

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