

Junior Counselor (Explorer Camp) (4128U), Recreation &  
Wellbeing - 62896  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=227947>

Downloaded On: May. 9, 2024 7:13am

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

<b>Job Title</b>	Junior Counselor (Explorer Camp) (4128U), Recreation & Wellbeing - 62896
<b>Department</b>	UC Berkeley Youth Recreation
<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>	Classified Staff
<b>Academic Field(s)</b>	Athletics and Recreation Services
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**Job Description**

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**Junior Counselor (Explorer Camp) (4128U), Recreation & Wellbeing - 62896**

**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

UC Berkeley Youth Recreation (formerly Cal Youth Camps) offers a wide variety of seasonal camps, swimming, and sport activities for kids of all ages. We have been leaders in providing high quality, impactful youth programs for more than 60 years.

## Application Review Date

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

## Responsibilities

### I. PROGRAMMATIC

- Adhere to all scheduling assignments made by Camp Coordinator(s), Camp Lead(s) and Asst. Lead(s) to support campers, camper groupings, and activities.
- Support and assist activity Instructor(s) and/or assigned Group Leader(s) with any delegated

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tasks.

- Provide mentoring and guidance to campers in support of camp staff.
- Lead general supervision of campers and downtime activities during the camper lunch period.
- Assist with the set-up and take-down of camp facilities and help tidy camp areas on a daily basis.
- Account for all campers in assigned group and conduct camper head counts regularly.
- Follow check-in/out duties as assigned.
- Walk campers safely between locations and supervise them on water/restroom breaks as needed.
- Assist campers with their belongings, lost and found, sunscreen/water, lunch, swim change, trash pick-up, etc.
- Assist with and/or participate in all special events, staff meetings, theme days, and programs designated by your leadership team and/or supervisor.
- Look for ways to improve the camp/program and share feedback in weekly staff meetings with the leadership team or designated team leader.

## II. ADMINISTRATIVE

- Prepare, maintain, and process all forms and paperwork accurately and promptly (work permits, reports, timesheets, employee paperwork, etc.).
- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Follow campus-wide procedures in Mandated Reporting laws regarding child abuse and neglect (CANRA).
- Refer program and administrative questions to the appropriate supervisor.
- Keep equipment and supplies in order, well maintained, and in the proper location.

## III. MISCELLANEOUS

- Develop age-appropriate relationships with campers.
- Display appropriate behavior (action and language) around campers, staff, and parents.
- Demonstrate professionalism, courtesy, and sensitivity in all interactions with campers, staff, and parents.
- Follow all camp policies and procedures stated in the Employee Handbook and Employee Code of Conduct, including wearing required camp uniform and following assigned work schedule.
- Fill in for camp staff as needed, including filling in for camp staff at a different camp facility.
- Maintain a supportive environment for campers and staff.
- Accept constructive feedback and make necessary corrections.

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- Complete all tasks in a timely manner as specified or requested by the supervisor.
- Perform miscellaneous tasks as requested by the supervisor.

### Required Qualifications

- Must be at least 16-years-old.
- Must have previous experience/service hours working with youth and at least 500 camp/service hours completed.
- Must be adaptable to a varied and challenging environment.
- Basic skills in computer programs relevant to job duties.
- Must be able to work effectively, across all program levels, internally and externally.
- Must have a passion for working with youth.
- Have some knowledge of and/or ability to learn about youth recreation programs/camps and their structure.

### Education/Training:

- Applicants must have completed the 10th grade and/or equivalent experience/training.

### Preferred Qualifications

- Previous experience working in and/or ability to learn about UC Berkeley Youth Recreation (formerly Cal Youth Camps) summer youth camps.
- Knowledge of and/or ability to learn UC Berkeley's campus policies and procedures.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid, Epi-Pen + Asthma certification (required for Junior Counselors to be considered for promotion to Group Leader/Instructor position).

### 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

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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 \$20.00 - \$20.25.

- This is a 6- to 12-month, 30%, part-time (12 hours per week), contract position that is not eligible for UC benefits with the possibility of extension.
- 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

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

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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)

### **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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