

Youth Programs Coordinator (4128U), Recreation &
Wellbeing - 66952
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=234816>

Downloaded On: May. 21, 2024 9:48pm

Posted Apr. 17, 2024, set to expire Jun. 30, 2024

Job Title	Youth Programs Coordinator (4128U), Recreation & Wellbeing - 66952
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Apr. 17, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Professional Staff Professional Staff
Academic Field(s)	Athletics and Recreation Services
Apply Online Here	https://apptrkr.com/5187346
Apply By Email	

Job Description

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Youth Programs Coordinator (4128U), Recreation & Wellbeing - 66952

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.

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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 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.

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: Tuesday, April 30, 2024

Responsibilities

- Provides advanced or specialized activity instruction to program participants, individually or in groups.
- Maintains a supportive environment for program participants and facilitates involvement.

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- May lead other camp counselors and provide guidance and instruction to other program instructors on best practices, procedures, methods and techniques on program activities.
- Interacts with recreational program participants in a positive manner.
- Maintains professional relationships with participants and other staff, and supports the development of an empowering work environment.
- Broadens knowledge of teaching methods, techniques and skills through continuing education.
- Keeps current on teaching methods, techniques and skills through continuing education and certification.
- May certify participants in various activities.
- Participates in required professional development activities. This includes University required online training courses, as well as specialized local trainings. These will take place before employment begins, as well as throughout employment.

Required Qualifications

- Working knowledge of and/or ability to learn program activity practices and procedures.
- Verbal and written communication skills in the English language, active listening, critical thinking, multi-tasking, time management skills, and dynamic flexibility in adapting to the needs of clients.
- Ability to exercise independent sound judgment and employ reasoning skills.
- Client service minded, entrepreneurial spirit and creative thinking skills.
- Basic skills in computer programs relevant to job duties.
- Knowledge of and/or ability to learn campus policies and procedures.

Education/Training:

- High school diploma and / or equivalent certification / experience / training.

Preferred Qualifications

- Certification to instruct in the applicable recreational sports program or equivalent experience.
- Standard First Aid Training Certification.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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 \$23.00 - \$25.00.

- This is a 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.

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.

Driving Required

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A valid driver's license and DMV check for driving record is required.

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.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

Referral Source info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.

To apply, visit

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

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