

Youth Operations Assistant - Recreation & Wellbeing
(4133U) 69667
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=238803>

Downloaded On: Aug. 10, 2024 9:09am

Posted Jul. 30, 2024, set to expire Nov. 4, 2024

Job Title	Youth Operations Assistant - Recreation & Wellbeing (4133U) 69667
Department	
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 30, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Athletics and Recreation Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5385563

Apply By Email

Job Description

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Youth Operations Assistant - Recreation & Wellbeing (4133U) 69667

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: June 12, 2024

Responsibilities

The Youth Programs Operations Staff at the Golden Bear Rec Center (GBRC) are responsible for overseeing customer service issues, participant registrations, safety protocols, policy enforcement, and other operational processes within youth programs. This role is pivotal in ensuring a safe, organized, and customer-focused environment for youth participants.

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- Keeps binders updated for all classes.
- Responds to and file email from various campus emails. Flag ones that need special attention.
- Assists with check-in before class and advises and assists individuals and groups with problems related to scheduled recreational activities.
- Helps with updating progress reports and communicating progress to guardians of youth enrolled in recreational activities.
- Oversees inventory, storage, budget and maintenance of proshop.
- Implements program policies and procedures.
- Assists with appropriate public relations and promotional programs.
- Reports safety issues to appropriate personnel.
- Maintains files and keeps clean and precise records.

Required Qualifications

- Client service minded, entrepreneurial spirit and creative thinking skills to resolve issues.
- Highly effective verbal and written communication skills in the English language.
- Proficiency in the use of basic computer applications relevant to job duties.
- Knowledge of campus policies and procedures.
- Specialized knowledge of program activity and industry best practices.
- Service orientation, program management, sound judgment and decision-making, critical thinking, development of original ideas, and creative problem solving skills.

Leadership and interpersonal skills and the ability to work effectively across the organization, internally and externally.

Education Level

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

Preferred Qualifications

- Red Cross CPR preferred.
- Standard First Aid Training Certification preferred.

Salary & Benefits

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This is a 12-month, part-time (8 hours/week) contract appointment, not eligible for UC benefits.

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 hourly range that the University reasonably expects to pay for this position is \$18.07. This will increase to \$18.67 on July 1, 2024.

How to Apply

To apply, please submit your resume and cover letter.

Other Information

This recruitment has 5 openings.

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.

Equal Employment Opportunity

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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/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S

jeid-41bd6841368e8747afad55368a98a22c

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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