

Youth Wellbeing Inclusion Coordinator (7397U),
Recreation & Wellbeing - 62752
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=242587>

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Posted Aug. 1, 2024, set to expire Nov. 28, 2024

Job Title Youth Wellbeing Inclusion Coordinator (7397U),
Recreation & Wellbeing - 62752

Department

Institution University of California, Berkeley
Berkeley, California

Date Posted Aug. 1, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Athletics and Recreation Services

Apply Online Here <https://apptrkr.com/5481190>

Apply By Email

Job Description

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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.

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: December 28, 2023

Responsibilities

Administrative:

- Applies professional or research concepts to perform analysis of data and systems pertaining to moderately complex projects, policies, initiatives, / processes, and / or functions.
- Prepares, edits, and modifies documents including research reports, manuscripts, presentations

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and proposals.

- Supervises, organizes, and documents schedules of youth and their individualized accommodation plans.
- Develops and maintains a process for quality control of interventionist staff.
- Looks at youth registration in CampDoc.
- Discusses with parents' individual needs of youth.
- Assists in scheduling CPR/AED/First Aid training of all youth program staff.
- Assists the Risk and Policy Compliance Officer with management of classes and record keeping.

General:

- Gathers and assembles analytical and factual data on assigned problems and issues to prepare reports and / or analyses summarizing information on the assigned issues and commenting on other significance for internal or external constituents.
- Using subject matter knowledge, collects and prepares information for use in discussions, meetings of internal and external constituents.
- Knows best practices around individual accommodations for youth.
- Works with youth program directors to create and modify curriculum that supports youth and their challenges.
- Stays up to date and, performs analytical studies on a variety of policies, research initiatives, programs and issues.

Supervision:

- Provides supervision and training to a team of EMTs. EMTs will likely be stationed at one site or move across sites to ensure proper medical care is given and documented.
- Provides supervision and training to a team of Behavior Interventionists to go across 6 sites. The interventionists will be hands on staff to support those youth needing of accommodations.
- Ensures staff are aware and trained in social-emotional learning and positive behavioral intervention support.
- Coordinates program planning and collaboration with program / project staff including camp directors.

Programming:

- Provides recommendations and guidelines involving programs / initiatives.

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- Uses best practices based on industry standards from ACA, Alliance for Camp Health, NIRSA, and others.
- Identifies gaps in current programming based on industry standards and proposes new program ideas and changes to current programs.

Required Qualifications

- Working knowledge of and/or ability to learn common organization- or research-specific and other computer application programs.
- Proficient in communication and interpersonal skills to communicate effectively, both verbally and in writing.
- Proficient in ability to use discretion and maintain all confidentiality.
- Demonstrated ability to use sound judgment in responding to issues and concerns.
- Demonstrated ability to analyze, research and synthesize large amounts of data with strong attention to detail.
- Proficient in ability to multi-task with demanding timeframes.
- Working knowledge of applicable policy analysis techniques.

Certifications:

- Red Cross CPR/AED/First Aid.

Preferred Qualifications

Certifications:

- EMT.
- Mental Health First Aid.

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

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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 \$28.30 - \$38.51.

- This is a 12-month, 50%, part-time (variable), contract position that is eligible for UC benefits.
- The hours of the position will vary, with 10 hours expected weekly from September - February and 25-30 hours expected weekly from March - August.
- 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

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

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

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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