

Youth Programs Coordinator (4129U), Recreation &  
Wellbeing - 73285  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246046>

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Posted Sep. 30, 2024, set to expire Jan. 25, 2025

<b>Job Title</b>	Youth Programs Coordinator (4129U), Recreation & Wellbeing - 73285
<b>Department</b>	Recreation & Wellbeing
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Sep. 30, 2024
<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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**Youth Programs Coordinator (4129U), Recreation & Wellbeing - 73285**

**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](http://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.

### **Position Summary**

The Youth Programs Coordinator oversees several seasonal youth programs, with a primary focus on summer camps. In collaboration with the Assistant Director of Youth Programs, they handle staff hiring, training, scheduling, and performance evaluations, while also managing camp operations and inventory. They ensure safety through risk management and adherence to campus policies. Additionally, the Coordinator develops, implements, and evaluates camp activities. Reporting directly to the Assistant Director, they are a key member of the Youth Programs leadership team.

### **Application Review Date**

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The First Review Date for this job is: 10/10/2024.

## Responsibilities

### STAFF SUPPORT & COACHING

- In collaboration with 15 part-time Leadership staff, provide training and guidance to roughly 120 part-time counselors, instructors, and volunteers to enhance their skills and effectiveness, ensuring they are prepared to deliver high-quality programming.
- Facilitate staff adaptation to camp life and foster a collaborative team environment.
- Implement and document a professional development program, including training sessions and regular staff meetings, to improve staff competencies.
- Handle staff disciplinary situations as needed, following departmental procedures with fairness and consistency.

### ADMINISTRATIVE

- Oversee the recruitment and hiring of part-time program staff and volunteers, ensuring they meet qualifications and fit the camp's needs.
- Prepare, maintain, and process all forms and paperwork, including rosters, accident/incident reports, timesheets, equipment logs, and staff documentation.
- Supervise the creation of camp schedules, managing attendance, activity rotations, and participant check-in and release procedures.
- Collaborate with the Customer Service and Operations teams to address parent/guardian inquiries and registration matters.

### PROGRAMMATIC

- Manage all aspects of assigned youth programs to ensure a high-quality and cohesive staff, volunteer, and participant experience.
- Address and resolve escalated concerns from parents/guardians. Provide updates on participants via email, phone, or in-person as needed.
- Regularly evaluate program effectiveness and logistical operations. Use feedback and industry best practices to implement improvements for enhanced quality and participant satisfaction.
- Follow all required departmental processes for risk assessment.
- Ensure all staff and participants have access to safe, appropriate, and well-maintained

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equipment and supplies.

- Adapt swiftly to new situations and unforeseen challenges. Employ proactive problem-solving strategies to address issues effectively.

## MISCELLANEOUS

- Exhibit appropriate behavior and language when interacting with participants, parents/guardians, and staff, maintaining a respectful environment.
- Comply with all employee policies and procedures, including wearing the required uniform and following the agreed-upon work schedule.
- Demonstrate sound judgment in all situations.
- Provide coverage for staff as needed, ensuring continuity of program operations.
- Execute all assigned tasks and responsibilities within the specified deadlines as directed. Prioritize tasks effectively and manage time efficiently.
- Complete additional tasks or special projects as assigned to address the program's evolving needs.

## Required Qualifications

- In-depth knowledge of youth programs, including program planning and development, staffing structures, group management, and understanding of youth learning styles.
- Strong people management skills.
- Advanced understanding of youth group dynamics.
- Strong leadership and interpersonal skills, with the ability to work effectively both within the organization and with external partners.
- Strong service orientation, sound judgment and decision-making, critical thinking, and the ability to generate original ideas.
- Excels in creative problem-solving within a diverse and challenging environment.
- Strong client service orientation.
- Proficiency in using basic computer programs relevant to job responsibilities.
- Knowledge of campus policies and procedures.
- American Red Cross First Aid and CPR Certification.
- High school diploma and/or equivalent certification/experience/training.

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### Preferred Qualifications

- Some college, Associate Degree, or Bachelor's degree in related area and/or equivalent experience/training.

### Salary & Benefits

This is a 12-month, 80% (32 hours/week), contract appointment, eligible for UC benefits with the possibility of extension with continued funding. This is a non-exempt, hourly paid position.

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 hourly range that the University reasonably expects to pay for this position is \$24.50 - \$26.00. The full range for this position is \$24.50 - \$27.50.

### How to Apply

- To apply, please submit your resume and cover letter.

### Other Information

- This is not a visa opportunity.

### 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.

### **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 [https://apptrkr.com/get\\_redirect.php?id=5679525&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5679525&targetURL=U.S. Equal Employment Opportunity Commission) poster.

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

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

**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS.CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS.CG_S)

**Contact Information**



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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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