

Group Leader/Instructor, Explorer Camp (4128U),  
Recreation & Wellbeing - 75527  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251672>

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Posted Jan. 15, 2025, set to expire May 14, 2025

<b>Job Title</b>	Group Leader/Instructor, Explorer Camp (4128U), Recreation & Wellbeing - 75527
<b>Department</b>	Recreation & Wellbeing
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 15, 2025
<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>	Child and Social Services Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5928680">https://apptrkr.com/5928680</a>
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**Job Description**

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**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public

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mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

## 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

Camp Counselors, also known as Group Leaders and Instructors in our youth programs and summer camps, are dedicated to fostering a positive and engaging experience for youth participants in our recreational programs and summer camps. They are responsible for delivering high-quality instruction, developing age-appropriate lesson plans tailored to their assigned activities, and providing consistent, constructive feedback to encourage growth and skill development. Group Leaders and Instructors also contribute to maintaining safe, clean, and well-organized recreational spaces, ensuring an inclusive and supportive environment. Additionally, they may take on other program-related responsibilities as needed to enhance the overall experience and meet the needs of participants.

## Application Review Date

The First Review Date for this job is: 01/27/2025. This is an ongoing hiring process with multiple 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.

## Responsibilities

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## GENERAL SUPERVISION

- Ensure the overall supervision and safety of campers, managing risks and facilitating engaging downtime activities.
- Build positive, age-appropriate relationships with campers, identifying and addressing individual needs to foster growth and well-being.
- Encourage campers to step outside their comfort zones, take healthy risks, and enhance their knowledge and skills in a supportive environment.
- Maintain accurate attendance records, ensuring proper check-ins and managing transition periods between activities.
- Safely guide campers between locations and supervise them during water/bathroom breaks, ensuring their well-being at all times.
- Assist campers with personal belongings, lost and found items, sunscreen application, hydration, and waste disposal, promoting responsibility and independence.
- Support campers in problem-solving and conflict resolution, stepping in to offer guidance only when necessary to empower their decision-making.
- Supervise and mentor Junior Counselors, Counselors-in-Training, and Campers in Leadership Training (CILTs), providing constructive direction and feedback.
- Inspire and motivate campers, Junior Counselors, Counselors-in-Training, and CILTs to actively participate in all camp activities with enthusiasm and teamwork.

## PROGRAM INSTRUCTION & FACILITATION

- Teach age-appropriate skills and activities in a structured, progressive sequence, or assist in leading activities as directed by supervisors.
- Develop and submit detailed lesson plans for each activity session, collaborating with co-counselors and Leadership Team members to design progressive lessons tailored to campers' ages and skill levels.
- Lead well-organized, engaging classes that maximize camper participation, offering a variety of creative and interactive activities.
- Provide specialized instruction to children (ages 5-14) in one or more areas, including archery, arts and crafts, badminton, basketball, card games, chess, dance, drama, field games, flag football, frisbee, group games, golf, lacrosse, leadership, motor fitness, music, nature studies, rugby, skateboarding, soccer, softball, table tennis, track and field, volleyball, and yoga.
- Actively engage with campers throughout activities, fostering a supportive and inclusive environment.
- Integrate camp values and life skills into lessons and activities, ensuring they are presented in a

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developmentally appropriate and meaningful way.

## ADMINISTRATIVE

- Ensure all equipment, materials, and supplies are well-organized, properly maintained, and stored in their designated locations.
- Complete and submit all required paperwork accurately and on time, including training documentation, timesheets, lesson plans, and certifications.
- Complete and submit all incident and accident reports to supervisors promptly, as required.
- Conduct daily safety and cleanliness checks in activity areas, addressing any issues or reporting them to a supervisor or team leader.

## MISCELLANEOUS

- Assist with the check-in and check-out procedures for all campers.
- Foster group unity by promoting theme days and camp traditions, helping both campers and staff feel connected and engaged.
- Support campers in making friends and enjoying the camp experience, ensuring a positive and inclusive atmosphere.
- Contribute ideas to improve camp operations and share suggestions during weekly staff meetings.
- Assist with, lead, or actively participate in staff social events, staff meetings, and any other programs assigned by your supervisor.
- Fill staffing needs and/or gaps at any of the other Berkeley Youth Recreation summer camp programs as determined by the supervisors.
- Cultivate a supportive, inclusive environment that encourages camper participation and engagement in all activities.

## Required Qualifications

- Has knowledge of Youth Recreation Programs, program planning/development, program structures, basic classroom management, and youth learning styles.
- Service orientation, judgment and decision-making, critical thinking, develop original ideas, creative problem-solving skills in a varied and challenging environment.
- Must be able to work effectively, across all organization levels, internally and externally.
- Client service minded, entrepreneurial spirit and creative thinking.

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- Must have highly effective verbal and written communication skills.
- Must be proficient in the use of basic computer applications.
- Knowledge of and/or can quickly learn campus policies and procedures.
- Red Cross Infant/Child/Adult CPR certification.

### **Preferred Qualifications**

- At least one year (or 12 months) previous experience leading recreational programs for youth.
- Some college or Associate Degree and/or Bachelor's Degree.
- Certification to instruct in the applicable recreational sports program or equivalent experience.

### **Salary & Benefits**

This is a 3-4 month, part-time (12 hours/week), contract appointment. This is a non-exempt position, which is paid biweekly at an hourly rate.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [https://apptrkr.com/get\\_redirect.php?id=5928680&targetURL=](https://apptrkr.com/get_redirect.php?id=5928680&targetURL=)

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 \$20.50 - \$21.25.

### **How to Apply**

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

### Other Information

- This recruitment has 25 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.

### Misconduct

**SB 791 and AB 810 Misconduct Disclosure Requirement:** As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.

"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:

[https://apptrkr.com/get\\_redirect.php?id=5928680&targetURL=](https://apptrkr.com/get_redirect.php?id=5928680&targetURL=)

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[UC Sexual Violence and Sexual Harassment Policy](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

### **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=5928680&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5928680&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)

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**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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