

Group Leader/Instructor, Gold Camp University Village  
Albany (4128U), Recreation & Wellbeing - 7571  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252097>

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Posted Jan. 24, 2025, set to expire Jun. 30, 2025

**Job Title** Group Leader/Instructor, Gold Camp University  
Village Albany (4128U), Recreation & Wellbeing -  
7571

**Department**

**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jan. 24, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

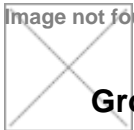
**Academic Field(s)** Athletics and Recreation Services

**Apply Online Here** <https://apptrkr.com/5951206>

**Apply By Email**

**Job Description**

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**Group Leader/Instructor, Gold Camp University Village Albany (4128U), Recreation & Wellbeing - 7571**

**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

UC Berkeley Youth Recreation (formerly Cal Youth Camps) leads the way in providing summer camps for kids of all ages. Located on the UC Berkeley campus for more than 60 years, we offer high-caliber, impactful, and fun camps.

## Position Summary

Camp Counselors, known as Group Leaders and Instructors in our programs, provide instruction and support to enrolled recreational youth participants as assigned in a camp or interim recreational program environment.

Group Leaders and Instructors are further responsible for developing lesson plans that correspond with assigned classes and activities, providing feedback to youth participants, and supporting the upkeep of the recreational facilities and outdoor spaces in support of providing a safe and nurturing environment. Other program-related tasks may be assigned as needed or appropriate.

## Application Review Date

The First Review Date for this job is: 02/05/2025. 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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## PROGRAM INSTRUCTION & FACILITATION

- Teach age-appropriate skills and activities in a progressive sequence and/or assist with leading activities as assigned by supervisor.
- Prepare and submit a specific lesson plan or activity for each activity session; plan progressive lessons with any co-counselors based on campers' ages and skill levels.
- Run organized and well-executed classes where there is maximum opportunity for participation in diverse activities that are creative and engaging.
- Actively participate and engage with all campers.
- Connect the camp values and life skills to the activities in a developmentally appropriate manner
- Promote theme days or group traditions to help campers feel united.

## MISCELLANEOUS

- Provide general supervision, risk management, and downtime activities for youth participants.
- Develop age appropriate relationships with campers and identify and meet individual campers' needs.
- Help campers leave their comfort zones and take healthy risks while improving knowledge and skill.
- Account for all campers, take attendance regularly and follow check-in/out procedures.
- Walk campers safely between locations and supervise on water/bathroom breaks.
- Assist campers with belongings, lost and found, sunscreen/water, trash pick-up, etc.
- Assist and guide campers in resolving their own problems and step-in only when necessary.

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## MISCELLANEOUS

- Supervise and coach junior staff and CILTs working in your area, providing direction and feedback if necessary.
- Motivate campers and junior staff to enthusiastically participate in all activities.
- Provide summer camp instruction to children (ages 5 - 16) in one or more of the following areas: archery, arts and crafts, badminton, baseball, basketball, card games, chess, dance, dance (hip hop), drama, field hockey, football, Frisbee, golf, in-line hockey, lacrosse, leadership, magic, motor fitness, music, nature studies, rugby, self- defense, skateboarding, soccer, softball, table tennis, Taekwondo, tennis, track and field, volleyball, and yoga.
- Maintain a supportive environment for program participants and facilitate involvement.

## Required Qualifications

- Service orientation, judgement and decision-making, critical thinking, develop original ideas, creative problem-solving skills.
- 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 can quickly learn campus policies and procedures.
- High School Diploma and/or equivalent experience/training.

## Preferred Qualifications

- Some college or Associate Degree and/or Bachelor's Degree.
- Certification to instruct in the applicable recreational sports program or equivalent experience.
- Standard First Aid Training Certification.

## Salary & Benefits

This is a 3-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



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University of California's [https://apptrkr.com/get\\_redirect.php?id=5951206&targetURL=](https://apptrkr.com/get_redirect.php?id=5951206&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**

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

### **Other Information**

- This recruitment has 15 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

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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:

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

[UC Anti-Discrimination Policy](#)



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[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=5951206&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5951206&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**

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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