

Junior Counselor, Explorer Camp (4128U), Recreation &  
Wellbeing - 75369  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=252194>

Downloaded On: Jan. 30, 2025 9:14pm

Posted Jan. 27, 2025, set to expire May 14, 2025

|                             |  |
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| <b>Job Title</b>            | Junior Counselor, Explorer Camp (4128U),<br>Recreation & Wellbeing - 75369 |
| <b>Department</b>           | Recreation & Wellbeing   |
| <b>Institution</b>          | University of California, Berkeley<br>Berkeley, California                 |
| <b>Date Posted</b>          | Jan. 27, 2025  |
| <b>Application Deadline</b> | Open until filled  |
| <b>Position Start Date</b>  | Available immediately  |
| <b>Job Categories</b>       | Classified Staff   |
| <b>Academic Field(s)</b>    | Athletics and Recreation Services  |
| <b>Apply Online Here</b>    | <a href="https://apptrkr.com/5929463">https://apptrkr.com/5929463</a>      |

**Apply By Email**

**Job Description**

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**Junior Counselor, Explorer Camp (4128U), Recreation & Wellbeing - 75369**

**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 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.



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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) offers a wide variety of seasonal camps, swimming, and sport activities for kids of all ages. We have been leaders in providing high quality, impactful youth programs for more than 60 years.

### Position Summary

UC Berkeley Youth Recreation offers several experiential leadership opportunities for junior high- and high school-aged youth in our summer youth camps. Our experiential leadership programs bridge junior and high schoolers from campers to leaders. The best Youth Camps staff are often former campers. Youth Camp alumni not only bring their own experience and memories, but they also bring an undeniable passion for camp. UC Berkeley Youth Recreation offers several different ways for tweens and teens to practice and improve their varying leadership skills.

The Junior Counselor position is a paid staff position for high school students to learn the beginning requirements of youth supervision, professional conduct, effective communication, and teamwork responsibility. The Junior Counselor role also assists in enhancing leadership and job skills skills required for this UC Berkeley program and future careers.

### Application Review Date

The First Review Date for this job is: 01/21/2025. 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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## PROGRAMMATIC

- Adhere to all scheduling assignments made by Camp Coordinator(s), Camp Lead(s) and Asst. Lead(s) to support campers, camper groupings, and activities.
- Support and assist activity Instructor(s) and/or assigned Group Leader(s) with any delegated tasks.
- Provide mentoring and guidance to campers in support of camp staff.
- Lead general supervision of campers and downtime activities during the camper lunch period.
- Assist with the set-up and take-down of camp facilities and help tidy camp areas on a daily basis.
- Account for all campers in assigned group and conduct camper head counts regularly.
- Follow check-in/out duties as assigned.
- Walk campers safely between locations and supervise them on water/restroom breaks as needed.
- Assist campers with their belongings, lost and found, sunscreen/water, lunch, swim change, trash pick-up, etc.
- Assist with and/or participate in all special events, staff meetings, theme days, and programs designated by your leadership team and/or supervisor.
- Look for ways to improve the camp/program and share feedback in weekly staff meetings with the leadership team or designated team leader.

## ADMINISTRATIVE

- Prepare, maintain, and process all forms and paperwork accurately and promptly (work permits, reports, timesheets, employee paperwork, etc.).
- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Follow campus-wide procedures in Mandated Reporting laws regarding child abuse and neglect (CANRA).
- Refer program and administrative questions to the appropriate supervisor.
- Keep equipment and supplies in order, well maintained, and in the proper location.

## MISCELLANEOUS

- Develop age-appropriate relationships with campers.
- Display appropriate behavior (action and language) around campers, staff, and parents.
- Demonstrate professionalism, courtesy, and sensitivity in all interactions with campers, staff, and parents.

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- Follow all camp policies and procedures stated in the Employee Handbook and Employee Code of Conduct, including wearing required camp uniform and following assigned work schedule.

Fill in for camp staff as needed, including filling in for camp staff at a different camp facility.

- Maintain a supportive environment for campers and staff.
- Accept constructive feedback and make necessary corrections.
- Complete all tasks in a timely manner as specified or requested by the supervisor.
- Perform miscellaneous tasks as requested by the supervisor.

### Required Qualifications

- Must have completed the 10th grade.
- Must be at least 16-years-old.
- Must have previous experience/service hours working with youth and at least 500 camp/service hours completed.
- Must be adaptable to a varied and challenging environment.
- Basic skills in computer programs relevant to job duties.
- Must be able to work effectively, across all program levels, internally and externally.
- Must have a passion for working with youth.
- Have some knowledge of youth recreation programs/camps and their structure.

### Preferred Qualifications

- Previous experience working in UC Berkeley Youth Recreation (formerly Cal Youth Camps) summer youth camps and/or any other similar youth camp.
- Knowledge of and/or can quickly learn UC Berkeley's campus policies and procedures.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid, Epi-Pen + Asthma certification (required for Junior Counselors to be considered for promotion to Group Leader/Instructor position).

### Salary & Benefits

This is a 4-month, part-time (12 hours/week), contract appointment. This is a non-exempt, hourly paid position.

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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 \$20.00 - \$20.25.

### **How to Apply**

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

### **Other Information**

- This is not a visa opportunity.
- 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

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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=5929463&targetURL=](https://apptrkr.com/get_redirect.php?id=5929463&targetURL=)

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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=5929463&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5929463&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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