

Camp Lead, Explorer Camp (4129U), Recreation &  
Wellbeing - 75912  
University of California, Berkeley

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

<b>Job Title</b>	Camp Lead, Explorer Camp (4129U), Recreation & Wellbeing - 75912
<b>Department</b>	
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 30, 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>	Child and Social Services Athletics and Recreation Services
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5965206">https://apptrkr.com/5965206</a>

**Apply By Email**

**Job Description**

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**Camp Lead, Explorer Camp (4129U), Recreation & Wellbeing - 75912**

**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 Leads provide leadership to assigned seasonal camp programs. Camp Leads are responsible for management of assigned staff, development, implementation, and overall communication with parents and families. Camp Leads serve on seasonal summer camp leadership team and report directly to the Youth Camps Supervisor.

Camp Leads regularly work on tasks that are varied and complex. They apply a full range of specialized skills and job knowledge and frequently adapts procedures, techniques, tools, materials, and/or equipment to meet specialized needs. Camp Leads perform broad and/or focused assignments under general supervision. Originality and ingenuity are often required to help establish procedures in functional area. Camp Leads rely on experience and judgment to plan and accomplish assigned tasks.

Camp Leads must be a specialized and skilled leader for a non-credited recreational or sports program. Camp Leads create and implement recreational programs for participants of all ages and may serve as a lead or mentor for other program instructors and may be required to provide instruction. Program leaders at this level are required to demonstrate considerable discretion, initiative and independence to resolve issues and perform other duties as assigned.

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### **Application Review Date**

The First Review Date for this job is: 02/11/2025. 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**

#### **SUPPORT & COACHING**

- Provide guidance and constructive feedback to Group Leaders as the camp day goes on.
- Provide guidance to all staff (Group Leaders, Instructors, Junior Counselors, and Counselors-in-Training) about creating and executing lesson plans.
- Check-in with instructors throughout the camp day and observe their lesson plans in action. Give constructive feedback in the moment, as appropriate.
- Provide training, support, and coaching to assigned staff (e.g., Asst. Leads, Group Leaders, and Instructors) working in assigned camp program(s), giving direction and feedback as necessary.
- Assist with the development of and help facilitate in-person staff training.
- Maintain and promote the health, safety, and well-being of camp staff.
- Organize, implement, and document a professional development program, including weekly staff meetings.
- Ensure staff are adhering to and understand all stated policies and procedures of the Recreational Sports Department, and UC Berkeley, while providing a safe, fun, and educational skills-based experience for all youth campers/participants.
- Help campers, and staff adjust to camp life and each other.
- Motivate campers and staff to enthusiastically participate in all programs and activities.

#### **ADMINISTRATIVE**

- Create staff schedules for Group Leaders and Instructors, taking into account individual strengths and areas for improvement in order to maximize staff effectiveness.
- Complete individual midsummer check-ins with all support staff where you provide positive feedback to employees for areas they excel in, and constructive feedback for areas where they are struggling.
- Complete formal end-of-summer evaluations for all support staff that provides comprehensive feedback on areas for improvement, and strengths. A copy will be provided to employees, and a copy will be kept internally for future reference.

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- Prepare, maintain, and process all forms and paperwork accurately and promptly (e.g., rosters, timesheets, equipment/supplies inventory, staff paperwork, etc.).
- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Communicate and work closely with Youth Camps Supervisor on all aspects of customer service, paperwork, facility, program development, and staff supervision.
- Keep equipment, binder, and supplies in order, well maintained, and in the proper location.

#### PROGRAMMATIC

- Develop general, recreational lesson plan/curriculum standards for camp instructors to follow for each activity offering, using historical lesson plans as reference.
- Ensure instructors have safe and appropriate equipment, facilities, and supplies for each activity, working with the Operations & Grounds Asst. and Youth Camps Supervisor to provide them as needed.
- Be active around the facilities by monitoring day-to-day activities and be a visible and accessible leadership staff member.
- Look for ways to improve the program and share feedback in daily leadership meetings and/or to the Programs Coordinator and Youth Camps Supervisor.
- Assist with, lead, and/or participate in all special events, staff meetings, theme days, and programs designated by your leadership team and/or supervisor.
- Complete miscellaneous tasks around the facility as needed to ensure smooth day-to-day operations.
- Organize and run parent orientations.
- Promote theme days or group traditions to help campers and staff feel united as a group and add enjoyment to the camp.
- Communicate and resolve with parents of campers on campers' progress or perceived problems.
- Administer First-Aid/CPR as needed and in accordance with training/certification.
- Ensure staff have safe and appropriate equipment and supplies.
- Develop and manage a system to return lost and found items to participants.
- Adapt to new situations and sudden changes or problems.

#### MISCELLANEOUS

- Display appropriate behavior (action and language) around campers, parents, and staff.
- Accept constructive feedback and make necessary corrections.

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- Demonstrate professionalism, courtesy, and sensitivity in all interactions with campers, staff, and parents.
- Follow all camp policies and procedures stated in the Employee Handbook and Employee Code of Conduct, including wearing required camp uniform and following agreed upon work schedule.
- Fill in for camp staff as needed.
- Maintain a supportive environment for campers and staff.
- Complete all tasks in a timely manner as specified or requested by the supervisor.
- Perform miscellaneous tasks as requested by the supervisor.

### Required Qualifications

- Advanced knowledge of program activity.
- Work leadership and interpersonal skills for those in a lead capacity.
- Skills to develop original ideas, creative problem solving skills in a varied and challenging environment including service orientation, program management, sound judgment and decision-making, and critical thinking skills.
- At least one year (or 12 months) of previous experience working in recreational or educational programs for youth.
- Knowledge of lesson planning and skill progression.
- Work leadership and interpersonal skills.
- Must be able to work effectively, across all program levels, internally and externally.
- Must have a passion for working with youth.
- 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.
- Some knowledge of Youth Recreation Programs and their structure.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid, Epi-Pen + Asthma certification (or agree to completing the certification course upon hire).
- Certification to instruct in the applicable recreational sports program or equivalent experience required.
- High School Diploma and/or equivalent experience/training.

### Preferred Qualifications

- Prior management experience.
- Prior experience in lesson plan/curriculum creation in a recreational and/or educational setting.

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- Prior experience in an educational setting.
- Some college or Associate Degree and/or Bachelor's Degree.

### 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=5965206&targetURL=](https://apptrkr.com/get_redirect.php?id=5965206&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 \$23.50 - \$24.00.

### How to Apply

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

### Other Information

- This is not a visa opportunity.
- This recruitment has 2 openings.

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### **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:

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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=5965206&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5965206&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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