

**UVA Youth Programs Lead (4129U), Recreation &
Wellbeing - 79859**
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=260101>

Downloaded On: Jul. 25, 2025 10:01am

Posted Jul. 23, 2025, set to expire Jun. 30, 2026

Job Title	UVA Youth Programs Lead (4129U), Recreation & Wellbeing - 79859
Department	Recreation & Wellbeing
Institution	University of California, Berkeley Berkeley, California
Date Posted	Jul. 23, 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/6401506

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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 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

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

UVA Youth Programs Lead provide leadership for their assigned program. Program Leads are responsible for management of assigned staff, development, implementation, and overall communication with parents and families. Program Leads serve on a seasonal basis in accordance with the district's academic schedule, and report directly to the UVA Youth Programs Coordinator.

Program Leads regularly work on tasks that are varied and complex. They apply a full range of specialized skills and job knowledge and frequently adapt procedures, techniques, tools, materials, and/or equipment to meet specialized needs. Program Leads perform broad and/or focused assignments under general supervision.

Originality and ingenuity are often required to help establish procedures in functional areas. Program Leads rely on experience and judgment to plan and accomplish assigned tasks.

Program Leads must be a specialized and skilled leader for a non-credited recreational or sports program. Program 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: 08/04/2025.

Responsibilities

SUPPORT & COACHING

- Provide guidance and constructive feedback to staff as the Afterschool program and Gold summer camp days go on.
- Provide guidance to all staff about creating and executing lesson plans.
- Check-in with all staff throughout the Afterschool program and summer camp days and observe their lesson plans in action. Give constructive feedback in the moment, as appropriate.
- Provide training, support, and coaching to assigned staff working in the Afterschool Program and Gold summer camp, 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 Afterschool and Gold 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 UC Berkeley and the Recreation & Wellbeing Department, while providing a safe, fun, and educational skills-based experience for all youth participants/campers.
- Help program participants and staff adjust to the program and each other.
- Motivate participants/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 mid-year 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-year 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.
- Prepare, maintain, and process all forms and paperwork accurately and promptly (e.g., rosters, timesheets, equipment/supplies inventory, staff paperwork, etc.).

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- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Communicate and work closely with UVA Youth Programs Coordinator on all aspects of customer service, paperwork, facility, program development, and staff supervision.
- Communicate and work closely with Youth Programs Coordinator 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 staff 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 UVA Youth Programs Coordinator 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 UVA Youth Programs Coordinator.
- 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 program participants and staff feel united as a group and add enjoyment to the program.
- Communicate and resolve with parents of program participants on their progress or perceived problems.
- Administer First-Aid/CPR/AED 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 program participants, parents, and staff.
- Accept constructive feedback and make necessary corrections.
- Demonstrate professionalism, courtesy, and sensitivity in all interactions with supervisors,

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program participants, staff, and parents.

- Follow all program and camp policies and procedures stated in the Department Handbook, including wearing required uniform and following agreed upon work schedule.
- Fill in for staff as needed.
- Maintain a supportive environment for program participants and staff.
- Complete all tasks in a timely manner as specified or requested by supervisors.
- Perform miscellaneous tasks as requested by the supervisors.

Required Qualifications

- At least 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.
- Service orientation, sound judgment and decision-making, critical thinking, and creative problem-solving skills in a varied and challenging environment.
- 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 recreational youth programs and/or day camps and their structure.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid certification (or agree to completing the certification course upon hire).

Preferred Qualifications

- Prior management experience.
- Prior experience in lesson plan/curriculum creation in a recreational and/or educational setting.
- Prior experience in an educational setting.
- Some college or Associate Degree and/or Bachelor's Degree and/or equivalent experience/training.

Salary & Benefits

For information on the comprehensive benefits package offered by the University, please visit the

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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.

- This is a non-exempt, biweekly-paid position.

How to Apply

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

Driving Required

- Required to hold valid driver's license, have a driving record that is in accordance with local policies/procedures, and/or enroll in the California Employer Pull Notice Program.

Other Information

- This is not a visa opportunity.

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

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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.

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:

[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 Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, protected veteran status, or other protected status under state or federal law.

To apply, visit

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
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Contact

N/A

University of California, Berkeley

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