

Teen Leadership Coordinator (University Village Albany)
(4128U), Recreation & Wellbeing - 65956
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=232567>

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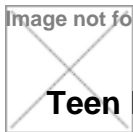
Posted Mar. 7, 2024, set to expire Jun. 30, 2024

Job Title	Teen Leadership Coordinator (University Village Albany) (4128U), Recreation & Wellbeing - 65956
Department	UC Berkeley Youth Recreation
Institution	University of California, Berkeley Berkeley, California
Date Posted	Mar. 7, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Child and Social Services Athletics and Recreation Services Administrative Support/Services
Apply Online Here	https://apptrkr.com/5085713

Apply By Email

Job Description

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About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place

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for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and 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 staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit grow.berkeley.edu.

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.

Application Review Date

The First Review Date for this job is: Saturday, March 23, 2024

Responsibilities

I. SUPPORT & COACHING

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- Provide guidance and constructive feedback to junior staff as the camp day goes on.
- Provide guidance to staff (Junior Counselors and Counselors-in-Training) about creating and executing lesson plans.
- Provide training, support, and coaching to assigned staff 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.

II. ADMINISTRATIVE

- Create schedules for CILTs, and collaborate with the Leadership Team to create schedules for Junior Counselors and Counselors in Training, taking into account individual strengths and areas for improvement in order to maximize staff effectiveness.
- Complete individual midsummer check-ins with all your 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 your 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.).
- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- 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.

III. PROGRAMMATIC

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- Develop general, recreational lesson plan/curriculum standards for CILTs to follow for each activity offering, using historical lesson plans as reference.
- 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 Youth 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 CILTs 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.

IV. MISCELLANEOUS

- Display appropriate behavior (action and language) around campers, parents, and staff.
- Accept constructive feedback and make necessary corrections.
- 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 and/or ability to learn program activity.
- Work leadership and interpersonal skills for those in a lead capacity.

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- 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 ability to learn campus policies and procedures.
- Some knowledge of and/or ability to learn Youth Recreation Programs and their structure.

Education/Training:

- High school diploma and / or equivalent certification / experience / training.
- Current American Red Cross Adult & Pediatric CPR, AED, First-Aid, Epi-Pen + Asthma 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.

Education/Training:

- Associate Degree, Bachelor's Degree, some college coursework, and/or equivalent experience/training.
- Certification to instruct in the applicable recreational sports program or equivalent experience.

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 salary or hourly range that the University reasonably expects to pay for this position is \$23.50 - \$24.00.

- This is a 3-month, 30%, part-time (12 hours per week), contract position that is not eligible for UC benefits.
- This position is non-exempt and bi-weekly.

How to Apply

To apply, please submit your resume and cover letter.

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.

Other Information

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This is an ongoing hiring process with numerous 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.

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 U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.

To apply, visit

https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH

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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