



City of Gonzales



P.O. BOX 647
PHONE: (831) 675-5000

147 FOURTH ST.
FAX: (831) 675-2644

GONZALES, CALIFORNIA 93926
www.gonzalesca.gov

City of Gonzales SEASONAL RECREATION LEADER I – CAMP COUNSELOR JOB DESCRIPTION Starting Salary \$15.50 per hr.

SUMMARY:

Under general supervision, supports the development and safety of all students in the program. Exudes excellent customer service for all recreation program patrons. Work closely, in person, with children ages 5-12. Must be able to assist with academics, organization, and facilitation of activities. Must be available to work Monday – Friday between 8:00AM and 6:00pm. Schedules will be determined upon hiring.

DUTIES AND RESPONSIBILITIES:

- Responsible for supporting student success in the recreation's afterschool programs and camps.
- Supports the learning and development of students enrolled in the program.
- Helps maintain the programing area safe and clean.
- Enforces all program and facility rules.
- Provides good customer service which includes but is not limited to answering questions accurately and in a timely manner regarding program and program activities.
- Ability to work with children.
- Be able to plan fun and interactive activities such as arts and crafts.
- Must be able to work in teams.

MINIMUM JOB REQUIREMENTS:

- Must be at least 18 years of age.
- Must have current certification CPR & First Aid (or willing to acquire).
- Must comply with all safety protocols established by the program for staff and participants.
- Must work well with children ages 5-12.
- Some experience working with children.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to react calmly and effectively in emergency situations.

Gonzales will continue to be a safe, clean, family-friendly community, diverse in heritage, and committed to working collaboratively to preserve and retain its small town charm

- Ability to pass a pre-employment physical skills evaluation as stipulated by the department.
- Ability to prepare routine administrative paperwork.
- Knowledge of CPR and first aid.
- Ability to follow routine verbal and written instructions.
- Knowledge of customer service standards and procedures.

MUST INCULDE WITH APPLICATION

- Copy of current CPR and First Aid Certification (if available)

To apply complete the online application that can be found at <https://gonzalesca.gov/services/human-resources/job-opportunities> and submit it to jdouglas@ci.gonzales.ca.us