



City of Berkeley

Camp Manager

Salary: \$5,756.00 - \$6,996.00 Monthly

Final Filing Date: October 2, 2017 5:00 PM

The City of Berkeley is accepting applications for a career, benefited Camp Manager. This position may work half time (50%) from October-March, and full time (100%) from April – September. The incumbent will be responsible for the management of Berkeley Echo Lake Camp, located near South Lake Tahoe, CA. This position will entail working from the Berkeley Recreation Division offices October-May, and living on site (meals & lodging provided) at Echo Lake Camp June-September. The incumbent will be responsible for the day-to-day management of Echo Lake Camp including facility operations, program management, staff supervision, operation of a full-service commercial kitchen and dining hall, program administration, record-keeping, and customer service.

Qualification and Experience

Equivalent to graduation from a college or university with major course work in recreation, physical education, business or public administration or a closely related field; and either:

- I. Four (4) years of progressively responsible experience in recreation or camp programs, which has included at least two (2) years at a supervisory level. Additional recreation or camp experience may be substituted on a year-for-year basis for up to two (2) years of the education requirement.

OR

- II. One year experience (or equivalent summer sessions) in a residence recreational summer camp at a level equivalent to the City's Camp Staff Supervisor.

OTHER REQUIREMENTS

Must be able to travel to various locations within the City of Berkeley and to the camps to meet the program needs and to fulfill the job responsibilities. When driving on City business, the incumbent is required to maintain a valid California driver's license as well as a satisfactory driving record. CPR and first aid certification required at start of the summer season. Ability to get class 1 or 2 water treatment and sewage treatment certifications may be required. California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to the Human Resources Department | 1-510-981-6800 | hr@cityofberkeley.info | 2180 Milvia 1st Floor, Berkeley, CA 94704. Requests can be made via email, phone, or in writing via U.S. mail.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: 1-(510)-981-6300 | TTY: 1-(510)-981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

The City of Berkeley is an EEO/ADA Employer.

To apply and for more information about this opening, please visit our website at <http://www.cityofberkeley.info/hr/>, no later than Monday, October 2, 2017 at 5:00 PM (PST).