



THE CITY OF **SAN GABRIEL**
IS CURRENTLY RECRUITING FOR

Assistant Day Camp Director (\$14.13 hourly)

*** Part-Time (Seasonal) Positions ***

The Opportunity & Ideal Candidate:

The City of San Gabriel's Community Services Department is seeking an Assistant Day Camp Director who has a strong work ethic and customer service skills, can communicate effectively with others, and can work in a fast-paced, team environment. The Assistant Day Camp Director is required to work a flexible schedule including evenings and weekends.

The successful candidate is a leader with the ability to work effectively within a diverse community and is able to coordinate and supervise staff and program activities. This team player takes a customer service approach to the implementation of policies and understands the principles and practices of recreation programs.

Position Summary:

Under general direction of the Recreation Supervisor, the Assistant Day Camp Director is responsible for assisting the Day Camp Director in the development, implementation and supervision of a wide variety of activities for youth including sports, contests, tournaments, games and special events. The Assistant Day Camp Director will also assist in developing routines, schedules and procedures for camp operations, as well as with ordering of supplies and equipment, and supervise and evaluate program staff and operations. The Assistant Day Camp Director will adhere to all City and departmental policies and procedures and perform related duties as required. This position will be approximately 30-38 hours per week.

Desired Qualifications:

Any combination of experience and education may be considered. A typical way to obtain the knowledge, skills, and abilities would be relevant college coursework and previous experience working in a related field. Ability to twist, bend, push, pull, reach, grasp, lift, carry objects and lift up to 50 pounds are required. Possession and maintenance of a Class C California Driver's License and satisfactory driving record are also required. **Compensation of \$.58 per hour is available to employees who qualify and pass a proficiency examination in a second language such as Cantonese, Mandarin, Vietnamese, or Spanish.**

Compensation & Benefits:

\$14.13 per hour. Participation in Public Agency Retirement Services in lieu of Social Security.

Application Procedure:

Candidates must complete a City of San Gabriel application, résumé, and cover letter. To apply, please visit jobs.sangabrielcity.com. **All application materials must be submitted online by 5:00 p.m. on Friday, May 19, 2017.** *Faxed or emailed applications and/or résumés are not accepted.*

The provisions of this bulletin do not constitute an expressed or implied contract. Any provisions contained in this bulletin may be modified or revoked without notice. Applicants with legal disabilities, who require special testing accommodations, must contact the City of San Gabriel Human Resources Department at least five (5) days prior to the examination date.

All qualified candidates are encouraged to apply; the City of San Gabriel is an Equal Opportunity Employer.

鼓勵所有的合格候選人提出申請 聖蓋博市是平等機會的僱主

Tất cả ứng cử viên hội đủ điều kiện nên nộp đơn. Thành Phố San Gabriel là một sở làm có tôn chỉ tạo cơ hội bình đẳng.

La ciudad de San Gabriel ofrece la igualdad de oportunidades en el empleo, apoyamos a los candidatos calificados a aplicar.