

POSITION: Summer Camp Counselor (multiple positions)

LOCATION: Charles Jordan Community Center, 9009 North Foss Portland, OR 97203

SUMMARY OF POSITION:

Charles Jordan Community Center is in search of a seasonal/part-time instructors to complete the camp team for our summer recreation program. The ideal candidates will be able to perform the responsibilities listed below, meet our basic requirements and possess the knowledge, skills and abilities to effectively instruct in our program. The open positions are focused in either preschool, school-aged or teen age groups; please refer directly to the specific age group that you are applying for in your cover letter.

ESSENTIAL RESPONSIBILITIES:

- See Job Announcement

PREFERRED QUALIFICATIONS:

- See Job Announcement

HOURS:

- See Job Announcement

TO APPLY:

To apply, deliver, email, fax or mail application, application, cover letter & resume to:

Charles Jordan Community Center
Attn: Summer Camp Hiring Committee
9009 North Foss
Portland, OR 97203

Fax #: 503-823-3387

Joshua.Green@portlandoregon.gov

START DATE:

Seasonal position beginning June 2013 and concluding August 30, 2013.
No scheduled hours on Holidays or designated breaks.



PORTLAND PARKS & RECREATION

Healthy Parks, Healthy Portland

Camp Counselor

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RESPONSIBILITIES

1. Monitor and supervise open gym, playground, open skate, childcare and/or other activities or facility areas as required or assigned.
2. Provide customer service as required.
3. Resolve arguments and altercations.
4. Enforce rules and time limits.
5. Maintain equipment to ensure safety.
6. Collect fees and handle cash payments.
7. Set-up and take down activity equipment as assigned.
8. Complete reports as required.
9. Maintain cleanliness of facility area of responsibility
10. Plan, organize and lead daily activities and events.
11. Perform facility maintenance as required.
12. Follow all Portland Parks & Recreation rules, policies, & procedures.
13. Maintain excellent communication with all staff & customers through verbal & written means.
14. Wear Portland Parks & Recreation name badge or staff clothing while on duty.
15. Attend all mandatory staff meetings and required trainings.
16. Recognize and promptly respond to safety hazards and emergency situations.
17. Other duties as assigned.

REQUIREMENTS

1. Experience working with diverse groups of people.
2. Good customer service skills.
3. Knowledge of safety rules for program areas.
4. Ability to work a variety of diverse hours, including days, evenings, weekends and holidays.
5. Ability to perform custodial duties as needed and assigned.
6. Maintain First Aid & CPR certifications

KNOWLEDGE, SKILLS & ABILITIES

1. Ability to communicate effectively with diverse groups of people.
2. Ability to handle conflicts & respond to problems & customer concerns.
3. Ability to be flexible & able to move from one activity to another during a shift.
4. Ability to do minor cleaning & maintenance.
5. Ability to recognize & respond to safety and emergency situations.
6. Demonstrate initiative & be comfortable in a leadership role.

Charles Jordan Community Center

9009 North Foss
Portland, OR 97203
Tel: (503) 823-3631 Fax: (503) 823-3387

Administration

1120 SW 5th Ave., Suite 1302
Portland, OR 97204
Tel: (503) 823-7529 Fax: (503) 823-6007

SCHEDULE & PAY RANGE

\$8.80 -\$11.00 per hour, based on experience.

Seasonal position beginning June 2013 and concluding August 30, 2013.
No scheduled hours on Holidays or designated breaks.

Please note, the schedule below is a maximum capacity situation. In the unfortunate case that some programs do not meet minimum enrollment those individual programs may be postponed or cancelled and the schedule below may be reduced.

Schedule:

Position #1

Sports – Variety (Ages 8-12)
June 17 – August 30
Monday – Friday 9am – 1pm

Position #2

Early Risers (Various Ages)
Themed Preschool (Ages 3-5)
June 17 – August 30
Monday – Friday 7:30am-1pm

Position #3

Sports – Variety (Ages 8-12)
June 17 – August 30
Monday – Friday 1pm – 5pm

Position #4

Arts – Variety (Ages 8-12)
June 17 – August 30
Monday – Friday 9am – 1pm

Position #5

Day Camp (Ages 6-11)
June 17 – August 30
Monday – Friday 9am – 1:30pm

Position #6

Day Camp (Ages 6-11)
June 17 – August 30
Monday – Friday 1pm-5:30pm

Position #7

Teen Sports (Ages 12-18)
June 17 – August 30
Monday – Friday 9am – 1pm

APPLICATION

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Charles Jordan Community Center

Staff Application

Charles Jordan Community Center
9009 North Foss
Portland, OR 97203
503.823.3631

Position(s) applying for:

	Sports Variety – AM
	Themed Preschool - AM
	Sports Variety – PM
	Arts – AM
	Day Camp – AM
	Day Camp – PM
	Teen Sports - AM

Name: _____

Date: _____

Present Address:

Street: _____ City: _____ State/Zip: _____

Phone: _____ E-mail: _____

Available to work from the date of _____ to _____

Best time to call: _____

Education:

High School: _____ City/State: _____

Post High School: _____ City/State: _____

Major Area of Study: _____ Years Completed: 1 2 3 4 5 6

List any degrees, awards or certificates: _____

Current Credentials:

	Issuing Agency	Issue Date	Expiration Date
First Aid / CPR	_____	_____	_____

Skills / Training:

Are you conversant in a language other than English? If yes, please specify:

Do you have other special skills or training?

Related Skills:

Please check all that apply:

- Experience or training in youth camps or related field.
- Strong communication skills.
- Ability to assess, develop and implement curriculum to meet the emotional, social, physical and cognitive needs of each child.
- Ability to work with families and children from a variety of socio-economic and ethnic background.
- Ability to use positive discipline techniques.
- Ability to perform custodial duties as needed.

Professional References:

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Name: _____ Phone: _____

Relationship: _____

Informational Questions:

Why are you interested in this position?

What skills, training or experience qualify you for this position?

Please explain your methodology for teaching preschool sports.

Signature:

The information provided in this staff application is true, correct and complete. I understand that if employed, any misstatement or omission of fact on this application may result in my dismissal.

I understand that information provided to Portland Parks & Recreation will require verification. These checks will include driver's license and criminal background checks, as well as job and personal references. I give my permission to allow verification of all information given.

Signature: _____ Date: _____