Duties and Responsibilities:

Staffing
- Assist Camp Coordinator and Assistant Director of Recreation in conducting a pre-camp staff orientation and weekly staff meetings.
- Serve as a role model and in a peer supervisory position for all coaches.
- Oversee execution of camp curriculum by camp coaches.
- Attend weekly staff meetings.

Daily Operations
- Provide on-site supervision during all hours of camp, including extended care.
- Prepare supplies, equipment, and water for daily activities and ensures all items are returned and stored at the end of the day.
- Inspect activity spaces for hazards, report hazards, and adjust programs accordingly.
- Ensure a safe and fun environment for all campers.
- Assist Camp Coordinator with camper sign in and sign out.
- Assist Camp Coordinator with announcement at camp opening, lunch, and closing.
- Manage participant and coach behavior.
- Conduct rounds to ensure all staff is on task.
- Help execute camp special events and activities.
- Ensure all camp first aid packs are fully stocked and that each group has one at all times.
- Maintain neat and accessible storage area, equipment area, and camper lost and found.
- Handle campers that become ill throughout the day. Determine care as needed and make parental phone calls.
- Post daily schedules in camp headquarters (conference room) as well as at Malley Center Front Desk.
- Respond to emergencies as needed.
- Fill in as needed for absent staff.

Other
- Assist coaches with creation of lesson plans for each sport and assist Camp Coordinator with daily schedules.
- Ensures compliance by staff and campers for all policies and procedures set forth in the staff manual and emergency procedures manual.
- Provide positive public relations with parents and campers.
- Ride with campers to ER during any ambulance transports and stay until parents arrive.
- Assists the Camp Coordinator and Assistant Director of Recreation with any other duties as needed.

Required Qualifications
- Santa Clara University student (must have been enrolled during spring or summer session)
- Previous experience in a camp setting or other successful experience working with children in a group setting.
- Genuine interest in school age children and concern for their well being.
- Availability during all hours of camp.
- General knowledge of a variety of sports and other recreational activities.
- Certification in American Red Cross Child CPR & Standard First Aid.
- Complete and pass a background check per University requirement.
- Ability to supervise peers and children.

Preferred Qualifications
- Previous supervisory or managerial experience.
- Commitment to providing quality service.
- Excellent oral and written communication skills.

Period of Employment
Provide on-site supervision during camp, Monday – Friday, 7:45 a.m. – 4 p.m. (extended care until 6 p.m.).

Session 1: June 20-24
Session 2: June 27-July 1
***NO CAMP July 4-7 (Week of Independence Day)***

**Session 3:** July 11-15  
**Session 4:** July 18-22  
**Session 5:** July 25-29  
**Session 6:** August 1-5  
**Session 7:** August 8-12  
**Session 8:** August 15-19  

In addition: pre/post camp set-up and staff training

**Compensation**  
$12.25 per hour.

**Application Process**  
The required application is online at [http://scu.edu/recreation/Programs/broncokidzallsportscamp/campstaff.cfm](http://scu.edu/recreation/Programs/broncokidzallsportscamp/campstaff.cfm). Submit application to the Malley Center. Position is open until filled.

**For More Information**  
Email camp@scu.edu or call the Assistant Director of Recreation at 408-554-5480.