

Lake of the Pines Association Kids Camp Coordinator – Seasonal Position

Lake of the Pines Homeowners Association (LOP) is accepting applications for the position of Kids Camp Coordinator. We are looking for qualified applicants for our 2022 kids camp season for the months of July – August. Under general supervision the Kids Camp Coordinator plans, schedules, promotes, leads, and directs Kids Summer Day Camp program and assists Recreation Department. Lake of the Pines is a 2,000-home gated private community located in the foothills of Northern California between the towns of Auburn and Grass Valley. This is a Seasonal position with a salary range of \$17.60 - \$19.89 per hour. Pre-employment background search required following conditional offer of employment.

Essential duties and Responsibilities:

- Assist Recreation Coordinator with Kids Summer Day Camp program, setup, implementation, and closure.
- Assist Recreation Coordinator in the training of staff for the Kids Summer Day Camp Program.
- Provide high-quality educational and recreational opportunities and enjoyable experience for camp participants and ensures Camp Staff do the same.
- Supervise campers and ensure their safety, development, growth, skill achievement, and general well-being and ensures Camp Staff do the same.
- Organizes and lead various small and large group activities and maintain a predictable schedule for the campers and ensures Camp Staff do the same.
- Assist in budgeting for Kids Summer Day Camp Activities.
- Address and solve problems and complaints which arise in relation to Kids Summer Day Camp and assure a good rapport with members.
- Prepare reports and keep accurate records.
- Maintain equipment and property assigned to department.
- Enforce all rules as established by the Association.
- In the event of unsafe conditions, apply appropriate procedures.
- Follow emergency procedures set forth in case of accident or injury and stabilize until assistance arrives.
- Recognize and respond quickly to emergencies, provide first aid, care for injuries and always perform such activities within scope of training.
- Maintain a safe, clean, and pleasant atmosphere in all recreation areas.
- Maintain storage rooms in a safe and orderly fashion.
- Communicate effectively with supervisors and camp counselors and be receptive to direction and feedback.
- Other duties as assigned.

Required Skills/Qualifications:

- High School diploma or GED Required.
- Minimum of 6 months education and experience in camp, youth programs, recreation, working with children, or in a related field
- CPR/First Aid Certified.
- Fingerprinting and background check required.
- Must demonstrate the ability to be a leader, possess high quality communication skills, problem solving ability as well as a caring and patient personality.
- Move/ lift up to 25 pounds.
- Open availability and able to work during the schedule described above.
- Ability to work well independently with integrity and as a team.

Applications are available online at www.lop.org under About Us/Employment Information. Email resume and application to HR@lop.org, or fax application and resume to 530-718-2645, or mail to Lake of the Pines Association, Attn: Human Resources, 11665 Lakeshore N., Auburn, CA 95602.