

UCSB Summer Camps

Now Hiring Summer Day Camp Student Managers

Applications will be accepted through Wednesday, January 16th no later than 5pm. Applications can be submitted in person to the Recreation Student Employee Office or emailed to ashley.marsh@recreation.ucsb.edu

Job Description

The Summer Day Camp Student Managers represent UCSB Summer Camps and the Department of Recreation to camp and recreation staff, parents, participants, and the UCSB Community. The Student Managers are responsible for assisting the Summer Camp Coordinator with daily administrative and leadership duties and responsibilities. This position performs duties associated with the registration, preparation, and operations of UCSB Summer Day Camp with some tasks associated with assisting the operation of UCSB Surf & Kayak Camp and UCSB Junior Lifeguards. Additionally, this position assists in the hiring and training of all Summer Day Camp Staff. The Student Managers are expected to independently complete tasks and projects in addition to those assigned by the Summer Camp Coordinator and other Camp Leadership staff.

Responsibilities include (but are not limited to):

- Serve as a liaison between the Summer Camp Coordinator and the camp staff, recreation staff, and parents
- Assist in the hiring and training of camp counselors, head counselors, and specialists
- Supervise camp counselors and specialists, ensuring the camp runs smoothly and safely
- Create weekly staff meeting agendas, training agendas, staff manuals and assist in leading staff meetings and trainings
- Responsible for daily and weekly camp registration including creating, updating, printing and delivering rosters, emergency contacts lists, groupings, sign in sheets, waivers, etc. using Fusion, File Maker Pro, and Microsoft Excel
- Collect and process payments for onsite registration
- Organize and plan camp Fun Fridays, special events, campus explorations, and off campus field trips
- Answer camp emails and phone calls and assist with general camp admin and organization
- Assist with staff payroll during biweekly pay periods
- Maintain a constant supply of inventory such as sports equipment and art supplies
- Assist with Junior Counselor program
- Assist with marketing all three camp programs including attending camp fairs on and off campus
- Help with general camp preparation and camp clean up
- Evaluate camp staff and program
- Occasionally step into counselor role when needed
- Other duties as assigned

Required:

- At least one summer of Camp Counselor experience
- Maintain current CPR / AED/ First Aid for the Professional Rescuer certification (certification classes will be provided)
- Complete online training modules
- Be present and onsite every Monday morning for opening and check in at 7am
- Organize and attend camp staff trainings and staff weekly meetings

Pay: \$12.50/hour

Hours:

- Hired mid-Winter Quarter
- Winter Quarter: On average 5-10 hours per week
- Spring: On average 10-20 hours per week
- Summer: 30-40 hours per week, Monday-Friday from June 17th - August 16th (plus flexible hours one week post camp for cleanup and evaluation)