

# Camp Concord Employment Opportunities

## Information pertaining to all positions:

- All positions are available June-August.
- Mandatory training, June 11-22, 2011
- Six (6) day work week and room and board on camp site provided.
- Limited opportunities for outstanding candidates available beginning in May and/or extending through September.

All camp staff members are expected to relate to the guests in a friendly manner and be helpful at all times and otherwise ensure they have a wonderful experience. Staff is expected to observe all camp rules including camp quiet hours, keeping their living area clean, and fostering a community of respect among guests and coworkers while off duty as well as on duty.

## Recreation Positions

**Program Counselor** plans, leads and directs recreation activities for children, teens and adults. Implements camp hospitality program, works one on one with families to ensure a quality vacation experience. **(3 positions available)**

Minimum Age: 18

Required Certifications: California Class B Drivers License\*, CPR/First Aid

\$46.59 per day

## Guests Service Positions

**Camp Aide** assists with all areas of guest hospitality services, including preparation and greeting of guests, housekeeping activities, cleaning cabins, assisting with small group recreation activities for children and teens, and assisting in camp office/store operations; works with counselors and specialist to ensure successful program implementation. Requires three (3) months office experience interacting with people in person and on phone, familiar with Microsoft office programs.

**(1 positions available)**

Minimum Age: 17

Required Certifications: CPR/First Aid

\$39.20 per day

## All Camp Positions

**Camp Assistant** provides a variety of assigned tasks at camp including assisting in kitchen with meal preparation, serving and clean-up, cleaning and preparing the dining hall for meals and activities, housekeeping, cleaning rest rooms, light maintenance, and assisting with recreational activities.

**(5 positions available)**

Minimum Age: 16

Required Certifications: CPR/First Aid

\$32.17 per day

## Kitchen Positions

**Assistant Cook** helps prepare and serve of all meals; assists Food Service Manager and Camp Cook; assists in cleaning kitchen, equipment, food storage facilities; maintains safety and sanitation of food and food service areas at all times. Requires six (6) months experience cooking and preparing food for large groups.

**(2 positions available)**

Minimum Age: 18

\$51.42 per day

## **How do I apply?**

To apply you must:

- 1) Complete a City of Concord Employment application
- 2) Complete a supplemental questionnaire.

### **Complete applications can be mailed to:**

Camp Director  
1950 Parkside Rd MS/10  
Concord, CA 94519

### **Or emailed to:**

[camp@ci.concord.ca.us](mailto:camp@ci.concord.ca.us)

## **Employment Process Timeline:**

Complete employment application and supplemental questionnaire will be reviewed as they are received. Interviews will begin in early March and continue until positions are filled.

## **If I am offered a position, what will I need to do?**

Complete and return all new hire paperwork which includes:

- Provide proof of negative TB test within last 2 years
- Complete and return Health History Form
- Read, sign and return Staff Contract
- Be able to submit proof of current CPR/First Aid and position specific certifications by May 15.

\*When necessary, direction and training to complete Class B License will be provided prior to the start of staff training.