



City of Encinitas

Seaside Day Camp Director (Part-time/Contract)

SALARY	\$22.45 - \$28.65 Hourly	LOCATION	Encinitas, CA
JOB TYPE	Temporary/Seasonal	JOB NUMBER	25-29
DEPARTMENT	Parks, Recreation and Cultural Arts	OPENING DATE	03/26/2025
CLOSING DATE	4/13/2025 11:59 PM Pacific		

The Position

The Day Camp Director is responsible for planning, developing, and implementing complex recreational activities, programs and/or special events; providing highly responsible and complex staff assistance to the special events and recreation programs.

The City of Encinitas Parks and Recreation Department provides Seaside Day Camps which offer recreational activities in a fun and active environment for 5 to 12 year old youths. Day camps are conducted Monday through Friday, 7:00 a.m. to 6:00 p.m. at various periods throughout the year. Age appropriate activities are based on weekly themes, such as crafts, cooking, sports, special events, and organized group games and tournaments. Camp staff actively leads, motivates, encourages and supervises campers, creating memorable recreational experiences in a day camp environment.

Day Camp Director is a part-time, temporary position. Incumbents work less than 999 a year. Work schedules may vary and incumbents may be required to work weekends and evenings.

Examples of Important & Essential Duties (included but not limited to)

- Participates in the development and implementation of goals, objectives and priorities for specialized recreational programs;
- Develops reports concerning program effectiveness and identify opportunities for improving service delivery methods and procedures by determining resource needs and/or process revisions;
- May lead in the training and supervision of subordinate recreation staff, volunteers, and independent contractors and provide input on the performance;
- Coordinates program related fund raising activities and solicits donations;
- Prepares program event and facility promotional materials such as newsletters, calendars, fliers, and brochures;
- Provides input on the budget and other administrative matters;
- Determines equipment and supply requirements for program activities and obtains and stocks supplies as required;
- Provides staff assistance to the Recreation Services Supervisor(s); participate on a variety of committees;
- Prepares and presents staff reports and other correspondence as appropriate and necessary;
- Coordinates recreation services with those of other divisions and outside agencies and organizations;
- Maintains program files and records including daily rosters, program attendance and related documents;
- Performs related duties and responsibilities as required.

Minimum Qualifications

Equivalent to a Associates degree from an accredited college or university with major course work in leisure studies, child development, business administration or a related field plus four years of responsible recreation program experience including at least one year of administrative and/or lead supervisory experience.

License Required

- CPR/first aid Certification

Application Process and Deadline

Applications will be accepted until April 13, 2025

The City of Encinitas and the San Dieguito Water District provide equal opportunity employment for all persons without regard to race, color, religion/religious creed, sex, sexual orientation, national origin, gender, gender identity, gender expression, physical disability, mental disability, marital status, age, physical disability, ancestry, genetic information, medical condition, political affiliations, veteran status, Family Leave Act status, AB60 CA Driver's License status or status with pregnancy, child birth or breastfeeding. The City and Water District encourage minorities, disabled persons and women to apply. Qualified applicants who move to the next level of the selection process must notify the Human Resources Office if accommodation is needed. A thorough background check will be conducted for the candidate(s) seriously considered for the position including fingerprinting and reference checking. A contingent job offer may be given pending the results of medical evaluation, which includes a physical, TB test and drug and alcohol screening. Applicants will be required to submit verification of the legal right to work in the United States. The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice.

Employer

City of Encinitas

Address

505 S. Vulcan Ave

Encinitas, California, 92024

Phone

7606332767

Website

<http://www.encinitasca.gov>

Seaside Day Camp Director (Part-time/Contract) Supplemental Questionnaire

*QUESTION 1

How many years do you have working with children and in which type (s) of setting did you earn this experience (example did working in camps, working at a schools, etc.)

* Required Question