



EMPLOYMENT INFO & APPLICATION

YOUTH PROGRAMS 2021



AVAILABLE STAFF POSITIONS

Available positions are based on camper to counselor ratios and as such our staffing needs and model may be flexible throughout the summer. For further details, visit recreation.ucla.edu/SummerCampJobs.

All positions start at \$15.00 per hour

Camp Counselor

Essential Job Functions (include but not limited to): General supervision of multiple children while facilitating program rules, regulations and safety expectations; ability to maintain energy and excitement amongst campers through creativity and flexibility; welcoming and supervising children; plan and implement recreational activities for children; constantly model positive behavior to campers through excitement and participation in daily activities; attend to injuries and illnesses; effectively communicate with and assist parents with regard to camp-specific programming; attend and engage in staff orientation sessions and meetings as required; maintain camp facilities as they relate to campers and camp facilities; and any additional duties as assigned.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification; prior experience working with children in a recreational, educational, and/or large group setting; Must be able to swim 50 yards non stop and tread water for two minutes for all camps that include swimming; willingness to establish a professional rapport with campers, parents, other staff members, and administrators in an energetic and enthusiastic manner; strong leadership, organizational, child management, and instructional skills with children; ability to participate in activities with campers in a way that is engaging, fun, mindful, and safe, while maintaining a supervisory role; ability to have fun.

Tennis Instructor

Essential Job Functions (include but not limited to): Plan and teach curriculum for tennis activities; supervise children and communicate with coordinator as related to archery lessons; maintain a proper and safe use of the courts and equipment.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification. Past experience teaching tennis lessons preferred.

Swim Instructor

Essential Job Functions (include but not limited to): Teach swimming lessons and water safety, plan and execute curriculum for water activities; supervise children and communicate with parents as related to swim lessons; maintain proper and safe use of the facility and equipment.

Qualifications: Current American Red Cross Water Safety Instructor certification preferred. Past experience teaching swim lessons preferred.

UCLA Marina Aquatic Youth Instructor For kayaking, sailing, rowing, surfing, and stand up paddleboarding

Essential Job Functions (include but not limited to): Teach water and boating safety; plan and execute curriculum for water activities; supervise campers and communicate with parents as related to program; maintain proper and safe use of the facility and equipment.

Qualifications: Current American Red Cross Standard First-Aid & Adult CPR certification; ability to lift 50 pounds; experience in sailing, surfing, windsurfing, kayaking, stand-up paddle boarding and/or rowing preferred, but not required; prior teaching experience preferred.

*If you are applying for a position as a UCLA Marina Aquatic Youth Instructor, please also send your application to macyouthcoordinator@recreation.ucla.edu.

Camp Coordinator

Essential Job Functions (include but not limited to): Plan, organize, orchestrate and evaluate specific camp programming/curriculum; ability to identify successes and creatively problem solve; assist in general supervision of campers; directly and professionally supervise specialists and counselors; facilitate program policies, regulations, and safety procedures; attend to injuries and illnesses; constantly serve as a role model for both campers and staff with regard to positive attitude; assist parents with inquiries regarding program; actively help lead staff training; assist in directing program activities to support budgetary and staffing concerns; help to maintain facilities as they relate to campers and camp activities; any additional duties as assigned.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification; prior experience working with children in a recreational, educational, and/or large group setting; Must be able to swim 50 yards non stop and tread water for two minutes for all camps that include swimming; willingness to establish a professional rapport with campers, parents, other staff members, and administrators in an energetic and enthusiastic manner; strong leadership, organizational, child management, and instructional skills with children; ability to participate in activities with campers in a way that is engaging, fun, mindful, and safe, while maintaining a supervisory role; ability to have fun.

*If applying for coordinator position, you must be available for the entirety of the program you're applying for.

Rates are adjusted based on skill, qualifications, experience, and the position for which you are hired.

AVAILABLE STAFF POSITIONS CONTINUED

For further details, visit recreation.ucla.edu/SummerCampJobs

Assistant Coordinator

Essential Job Functions (include but not limited to): Plan, organize and orchestrate age-appropriate, camp-specific programming; assist in general supervision of campers, give special attention to dynamics amongst campers; directly supervise specialists and counselors; implement program curriculum and facilitate program policies, regulations and safety procedures; take an active role in staff training/orientation and meetings; attend to injuries and illnesses; serve as a liaison to parents regarding camp specific programming and campers' needs; assist in directing program activities to support budgetary and staffing concerns; help to maintain facilities as they relate to campers and camp activities; constantly model positive behavior to serve as a role model for staff and campers; any additional duties as assigned.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification; extensive experience working with children in specific programs relating to camp; Must be able to swim 50 yards non stop and tread water for two minutes for all camps that include swimming; expertise in area in which applying for; experience in developing a curriculum for youth activities; strong organizational, leadership, and child management skills; willingness to establish a professional rapport with campers, parents, staff, & administrators in an energetic and enthusiastic manner; ability to have fun.

*If applying for Coordinator position, you must be available for the entirety of the program you're applying for.

Site Coordinator

Essential Job Functions (include but not limited to): Serving as the primary liaison to parents on a daily basis with regard to camp schedules and programming; be involved in activities, and evaluate regularly the success of programming as to help implement changes to ensure daily camper enjoyment; manage supplies and field equipment for the site; assist coordinators with pool time, transitions and field trips; generally supervise all campers at site; directly supervise coordinators, specialists and counselors; facilitate program policies, regulations and safety procedures; attend to injuries and illnesses; actively help lead staff training; assist in directing program activities to support budgetary and staffing concerns; maintain facilities as they relate to campers and camp activities; constantly serve as a role model for both campers and staff with regard to positive attitude, professionalism, and creativity of programming; any additional duties as assigned.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification; extensive experience working with children in specific programs relating to camp; Must be able to swim 50 yards non stop and tread water for two minutes for all camps that include swimming; expertise in area in which applying for; experience in developing a curriculum for youth activities; strong organizational, leadership, and child management skills; willingness to establish a professional rapport with campers, parents, staff, & administrators in an energetic and enthusiastic manner; ability to have fun.

*If applying for Coordinator position, you must be available for the entirety of the program you're applying for.

Office Coordinator

Essential Job Functions (include but not limited to): Manage the summer camp office; be the communication hub to parents and administrators; greeting campers who come and go through the day; answer phones; prepare sign-in/sign-out sheets and other legal documents for each camp; maintain camps/campers' schedules, and know where all camps are located at all times; any additional duties as assigned.

Qualifications: Current American Red Cross Standard First-Aid & CPR certification; extensive experience working with children in specific programs relating to camp; expertise in area in which applying for; strong organizational, leadership, and child management skills; willingness to establish a professional rapport with campers, parents, staff & administrators in an energetic and enthusiastic manner; ability to have fun!

*If applying for Coordinator position, you must be available for the entirety of the program you're applying for.

Assistant Office Coordinator

Essential Job Functions (include but not limited to): Serving as the primary liaison to parents on a daily basis with regard to camp schedules and programming; be involved in activities, and evaluate regularly the success of programming as to help implement changes to ensure daily camper enjoyment; manage supplies and field equipment for the site; assist coordinators with pool time, transitions and field trips; generally supervise all campers at site; directly supervise coordinators, specialists and counselors; facilitate program policies, regulations and safety procedures; attend to injuries and illnesses; actively help lead staff training; assist in directing program activities to support budgetary and staffing concerns; maintain facilities as they relate to campers and camp activities; constantly serve as a role model for both campers and staff with regard to positive attitude, professionalism, and creativity of programming; any additional duties as assigned. Assisting the Office Coordinator.

Qualifications: Current American Red Cross Standard First-Aid & Adult CPR certification; extensive experience working with children in specific programs relating to camp; expertise in area in which applying for; experience in developing a curriculum for youth activities; strong organizational, leadership, and child management skills; willingness to establish a professional rapport with campers, staff, parents, & administrators in an energetic and enthusiastic manner; ability to swim 50 yards.

*If applying for Coordinator position, you must be available for the entirety of the program you're applying for.

Rates are adjusted based on skill, qualifications, experience, and the position for which you are hired.

GENERAL INFORMATION

Pay Schedule

All positions are paid bi-weekly.

Hours/Weeks

Camp	Dates	Location	Shifts Available
Rec Camps	6/14–8/6	Sunset Canyon Recreation Center	AM* and PM**
Rec Cubs	6/14–8/6	Sunset Canyon Recreation Center	AM*
Strokes	6/14–8/6	Sunset Canyon Recreation Center	AM*
Teen Leadership	6/14–6/25 7/26–8/6	Sunset Canyon Recreation Center	AM* and PM**

* AM Shift is a 5–6-hour shift, between the hours of 7:30am-1:30pm

** PM Shift is a 5–6-hour shift, between the hours of 12:00pm-6:00pm

Application Period

Applications will be accepted until all positions are filled.

Interviewing Period

Interviews will begin Mid-April 2021.

*Priority is given to applicants who have greater availability.

Posting Date

Most staff positions will be notified by the end of May 2021.

Training

Paid training* is provided for all camp staff and is **mandatory**. UCLA students and other quarter system elementary educators, check with staff supervisor for alternative training.

*Training pay rate is \$15.00/hr.

Employment Requirements for All Positions

- **All staff** must be at least 18 years of age by their first day of work.
- **All staff** Immunizations must be up to date by their first day of work. Please refer to page 5 for more information.
- **All staff** must have current certification in American Red Cross basic first aid and adult/child CPR by their first day of work. Once hired, staff is responsible for acquiring their own certifications. This is **not** part of the paid mandatory training. (High school instructors exempt.)
- **All staff** must pass TB screening and submit finger printing by their first day of work. (Youth Programs will offer fingerprinting prior to training week to all successful candidates.)
- **All staff** must be able to swim fifty consecutive yards and tread water for at least two minutes.
- **All staff** must attend both mid-summer meetings (Dates given during training)
- It is recommended that swim instructors have current certification in W.S.I. and/or lifeguarding.

Mailing Address

UCLA Recreation
ATTN: Youth Programs
2131 John Wooden Center, Box 951612
Los Angeles, CA 90095-1612
Fax Number: 310.825.3673 Email: camp@recreation.ucla.edu

IMMUNIZATION REQUIREMENTS

Staff must be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC) as shown in the “Recommended Adult Immunization Schedule” at <http://www.cdc.gov/vaccines/recs/schedules/default.htm#adult/>. This schedule is updated annually at the beginning of the calendar year.

Youth Staff must have received the recommended vaccines (required):

Vaccines recommended for all adults who meet the age requirements and who lack evidence of immunity (i.e., lack documentation of vaccination or have no evidence of prior infection):

- a. Tdap/Td
- b. Varicella-zoster
- c. MMR (measles, mumps, and rubella)
- d. Others as determined by the ACIP and state and local public health authorities

The following vaccines are recommended if a specific risk factor is present, but not required for employment (recommended):

- a. Pneumococcal
- b. Hepatitis A
- c. Hepatitis B
- d. Meningococcal
- e. Human papillomaviruses (HPV) (eleven through twenty-six years of age)
- f. Seasonal influenza
- g. Others as determined by the ACIP and state and local public health authorities
- h. COVID-19

*Proof of Covid-19 Vaccine or appropriate medical exemption may be required as a condition of employment for summer 2021.

PROGRAM DESCRIPTIONS

Rec Camp

This socially-distanced day camp includes a variety of primarily outdoor play and enrichment opportunities including arts & crafts, noncompetitive sports and games, science-based fun, music & movement and more. This is a swimming camp.

Available Positions: Counselor (AM/PM)

Rec Cubs

This socially-distanced half-day camp is a perfect option for younger campers to acclimate to being away from home. Activities includes arts & crafts, outdoor games, science-based fun and music & movement. This is a non-swimming camp.

Available Positions: Counselor (AM)

Strokes

In this socially-distanced half-day program, campers will swim, swing, and shape your creative brain through lessons, experience, and hands on art. The camp will rotate through 3 rotations daily, arts and crafts, swimming, and tennis. This is a swimming camp.

Available Positions: Counselor, Tennis Instructor (AM)

Teen Leadership

In this program, John Wooden's pyramid of success will be used as a lens for honing teen leadership skills. Campers have fun building confidence, diversity awareness, social networking skills through team driven activities and community building projects.

Available Positions: Coordinator (All Day), Counselor (AM/PM)

Waterfront Camps

This All-Day adventure camp for teens consist of specialty sailing, kayaking and stand-up paddle boarding. These are swimming camps.

Available Positions: Sailing, Kayaking and Stand-Up Paddle Boarding Instructors (All Day)

***To apply for Waterfront Camps, send your application to macyouthcoordinator@recreation.ucla.edu**

Youth Programs 2021 **SUPPLEMENTAL APPLICATION**

Name _____
 Last First Middle Camp Name Date

A. Rank the following activities either 1, 2, 3, or leave blank according to the following scale:

Blank = No clue 1 = Some participation 2 = Taken lessons or played competitively 3 = Can lead and instruct

_____ 3D Printing	_____ Gymnastics	_____ Sailing
_____ Administrative Tasks	_____ Juggling	_____ Singing/Voice Range? _____
_____ Acting	_____ Jump roping	_____ Skateboarding
_____ Aquatic Games	_____ Martial Arts Type? _____	_____ Soccer
_____ Arts & Crafts	_____ Kayaking	_____ Staff Training
_____ Baking	_____ Magic	_____ Stand up Paddleboard
_____ Basketball	_____ Musical Instrument Type? _____	_____ Supervision of Employees
_____ Choreography	_____ Parkour	_____ Surfing
_____ Cooking	_____ Puppetry	_____ Swimming
_____ Dancing Type? _____	_____ Photography	_____ Tennis
_____ Fine Art Medium? _____	_____ Piano As accompanist? <input type="radio"/> No <input type="radio"/> Yes	_____ Video Editing/Production
_____ Golf	_____ Rock Climbing	_____ Working with Children (ages 0–5 years)

Please list any special skills, abilities, or interests that are relevant to the position(s) you are applying for:

B. Based on the Staff Position Descriptions provided on pages 2 and 3, please indicate four (4) positions and youth programs (pages 6 & 7) for which you would like to be considered in order of preference. Explain your reasons and qualifications for each staff position and camp. Camp placements are made based on applicant availability and speciality skills. Based on program needs, placements are subject to change throughout the summer.

Staff Position _____ Which Youth Program? _____

Reasons and Qualifications (indicate if paid or volunteer)

Staff Position _____ Which Youth Program? _____

Reasons and Qualifications (indicate if paid or volunteer)

Staff Position _____ Which Youth Program? _____

Reasons and Qualifications (indicate if paid or volunteer)

Staff Position _____ Which Youth Program? _____

Reasons and Qualifications (indicate if paid or volunteer)

Ca. What is your week availability for Summer 2021?

Please check all days you're able to work. Priority will be given to applicants with greater availability when camps are in session.

<input type="checkbox"/> Training	TBD	<input type="checkbox"/> Week 6	Mon, Jul 19 – Fri, Jul 23
<input type="checkbox"/> Week 1	Mon, Jun 14 – Fri, June 18 Session 1 of Rec Camps, Strokes, Rec Cubs, Teen Leadership and Waterfront Camps begin Jun 14	<input type="checkbox"/> Week 7	Mon, Jul 26 – Fri, Jul 30 Session 4 of Rec Camps, Strokes, Rec Cubs, Teen Leadership and Waterfront Camps begin Jul 26
<input type="checkbox"/> Week 2	Mon, Jun 21 – Fri, Jun 25 Teen Leadership ends Jun 25	<input type="checkbox"/> Week 8	Mon, Aug 2 – Fri, Aug 6 Rec Camps, Strokes, Rec Cubs, Teen Leadership, and Waterfront Camps end Aug 6
<input type="checkbox"/> Week 3	Mon, Jun 28 – Fri, Jul 1 Session 2 of Rec Camps, Strokes, Rec Cubs and Waterfront Camps begin Jun 28	<input type="checkbox"/> Week 9	Mon, Aug 9 – Fri, Aug 13 Possible 1-week programs added
<input type="checkbox"/> Week 4	Tue, Jul 6 – Fri, Jul 9	<input type="checkbox"/> Clean-up Week	Mon, Aug 16 – Fri, Aug 20
<input type="checkbox"/> Week 5	Mon, Jul 12 – Fri, Jul 16 Session 3 of Rec Camps, Strokes, Rec Cubs and Waterfront Camps begin Jul 12		

Cb. What is your time availability for Summer 2021?

Please mark (with an "X") all the times you're able to work. Write specific times next to the "X's" if applicable.

Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7:00am – 8:00am							
8:00am – 9:00am							
9:00am – 10:00am							
10:00am – 11:00am							
11:00am – Noon							
Noon – 1:00pm							
1:00pm – 2:00pm							
2:00pm – 3:00pm							
3:00pm – 4:00pm							
4:00pm – 5:00pm							
5:00pm – 6:00pm							
6:00pm – 7:00pm							

Cc. What is your shift availability for Summer 2021? (Does not apply to swim instructors, Marina Aquatic Center staff, or high school programs)

Please rank your shift preferences below (1, 2, 3, or leave blank if not available). If you foresee any changes to your schedule mid summer (i.e. summer school), please complete another grid and give the date the change will take place.

Pref.	Shift	Hours
_____	AM	7:30am – 1:30pm
_____	PM	12:00pm – 6:00pm
_____	All Day*	7:30am – 6:00pm

*An all day shift is 8 hours, between the hours of 7:30am–6:00pm.

L. References

Must have three references that can speak to your experience working with youth (paid or volunteer). At least two must be non-familial, and one must be professional. No more than one reference per organization.

Reference #1

First Name _____ Last _____ Phone _____

Email _____ How long have you known this person _____

Relationship _____ Business/Organization (if applicable) _____

Date:	_____
Caller:	_____
Notes:	_____

Office Use Only:

1. _____

2. _____

3. _____

4. _____

5. _____

Reference #2

First Name _____ Last _____ Phone _____

Email _____ How long have you known this person _____

Relationship _____ Business/Organization (if applicable) _____

Date:	_____
Caller:	_____
Notes:	_____

Office Use Only:

1. _____

2. _____

3. _____

4. _____

5. _____

Reference #3

First Name _____ Last _____ Phone _____

Email _____ How long have you known this person _____

Relationship _____ Business/Organization (if applicable) _____

Date:	_____
Caller:	_____
Notes:	_____

Office Use Only:

1. _____

2. _____

3. _____

4. _____

5. _____



Employment Application

Requisition Number:	Job Title:	Date:
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Personal Information

Last Name:	First Name:	Middle Name:	Email Address:	
Address:		City:	State:	Zip Code:
Home Phone:	Cell / Other Phone:	Work Phone:	Are you 18 years of age or older?	
Do you have a valid California Driver's License (answer only if the position will require you to drive).			Are you a UC Student?	
If you are under 18, you must have graduated from high school or received a GED certificate or have a valid work permit in order to be employed by the University. Do you meet this requirement?			Upon hire, will you be able to provide proof of eligibility to work in the U.S. as specified in the Immigration Reform and Control Act of 1986?	
Are you currently receiving UC Retirement Annuity?			Have you ever been employed at the University of California, a DOE Laboratory or the State of California?	
Do you have any relatives currently employed at the University of California?			If yes, please list the relative's name, campus and department:	
Have you ever been released or discharged from employment or resigned to avoid such release or discharge?			If yes, please provide date(s) and circumstances:	

Voluntary Demographic Data

Gender:	Ethnicity:	Veteran Status:
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Education

Name of School:	Major (if applicable):	Units:	GPA:	Type of Degree (if applicable):	If no degree was received, number of years completed:

Work Experience

Employer Name:	Job Title:	Department:	Dates Employed: From: To:	Type of Employment: Hours/week:	
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Reason for Leaving:		
Job Duties:					
May we contact this employer for a reference?					

Employer Name:	Job Title:	Department:	Dates Employed: From: To:	Type of Employment: Hours/week:	
Supervisor Name:	Supervisor Title:	Supervisor Phone:	Reason for Leaving:		
Job Duties:					
May we contact this employer for a reference?					

Transfer Information

Are you a current UCLA employee?: (If you are not a UCLA employee, please skip to next page.)	Current UCLA Department:
Have you completed your probationary period?:	Was your last Performance Evaluation rated "Satisfactory" or better?:
Are you scheduled for layoff or are you on layoff status?:	If yes, effective date of layoff:
Are you exercising preferential rehire rights?:	

Additional Information

List any licenses or certificates required for your area of employment interest. Include type of license or certificate, number, issuing state/organization, and expiration date:
List other job-related skills such as computer hardware, software, etc.

Agreement

The University of California prohibits discrimination against or harassment of any person employed or seeking employment with the University of California on the basis of race, color, national origin, religion, sex, gender identity, pregnancy,¹ physical or medical condition, mental disability (cancer-related or genetic characteristics), ancestry, marital status, age, sexual orientation, citizenship, or service in the uniformed services (as defined by the Uniformed Services Employment and Reemployment Rights Act of 1994).²

University policy also prohibits retaliation against any employee or person seeking employment for bringing a complaint of discrimination or harassment pursuant to this policy, or against a person who assists someone with a complaint of discrimination or harassment, or participates in any manner in an investigation or resolution of a complaint of discrimination or harassment.

The University of California is an affirmative action/equal opportunity employer. The University undertakes affirmative action to assure equal employment opportunity for minorities and women, for persons with disabilities, and for covered veterans.³

University policy is intended to be consistent with the provisions of applicable State and Federal laws and University policies. Inquiries regarding UCLA's equal employment opportunity and affirmative action policies may be directed to the UCLA Staff Affirmative Action Office, (310)794-0691 or mailsaa.ucla.edu.

¹*Pregnancy includes pregnancy, childbirth, and medical conditions related to pregnancy or childbirth.*

²*Service in the uniformed services includes membership, application for membership, performance of service, application for service, or obligation for service in the uniformed services.*

³*Covered veterans includes veterans with disabilities, recently separated veterans, Vietnam era veterans, veterans who served on active duty in the U.S. Military, Ground, Naval or Air Service during a war or in a campaign or expedition for which a campaign badge has been authorized, or Armed Forces service medal veterans.*

Privacy Notice

The State of California Information Practices Act of 1977 requires the University to provide the following information to individuals who are asked to supply personal information about themselves: (1)the principal purpose for requesting and collecting the personal information on this form is to comply with applicable State and Federal laws;(2)providing the personal information is mandatory, unless otherwise noted;(3)the personal information will be kept confidential and used only in accordance with applicable laws;(4)the personal information will be given to government enforcement agencies if these agencies request such information, or as otherwise required by law;(5)individuals have the right to review their own records in accordance with University personnel policies and collective bargaining agreements;information on applicable policies and agreements can be obtained from the Campus Human Resources Home Page at www.chr.ucla.edu.

Background Check Notice

Please be advised that the final candidate recommended for hire into a critical (or otherwise designated) position will be required to successfully complete a background investigation. Any convictions will be evaluated to determine if they directly relate to the responsibilities and requirements of the position. Having a conviction history will not automatically disqualify an applicant from being considered for employment.

Notice of Availability of UCLA Annual Security Report

As provided by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998, prospective employees are entitled to request a copy of the UCLA Annual Security Report prepared in compliance with this Act. The report includes statistics for the past three years concerning crimes reported to Campus Security Authorities that occurred on campus, in off-campus buildings or on property owned or controlled by the University, and on public property adjacent to the campus. The report also includes campus policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance programs, student discipline, campus resources, and other matters. You may obtain a copy of this report by accessing the following website: <https://www.ucpd.ucla.edu/reports-statistics/jeanne-clery-act> or contacting: UCLA Police Department, 601 Westwood Plaza, Los Angeles, CA 90095, phone (310)825-1491.

I certify that all statements that I have made on the UCLA application form and any supporting documents I have submitted with this application are true and complete to the best of my knowledge and belief.

If employed, I understand that any false, misleading, or incomplete information I have submitted may be considered cause for termination.

I certify that I have read and agree with these statements.

Applicant's Name

Applicant's Signature

Date