

Youth & Family Programs, Staff Development Intern

The Youth & Family Programs, Staff Development Intern will assist with summer staff interviews, hiring, training, and separation of summer camp youth staff, as well as implement staff incentive programs, lead staff development workshops, and plan staff after hours events.

Job Qualifications

Required

- Be at least 18 years of age.
- Have First Aid/CPR certifications (by first day of employment)
- Submit to criminal background check.
- Experience working in recreation department and/or related field.
- Possess effective interpersonal skills and a strong desire to learn.
- Be willing to work variable and extended hours.
- Valid Driver's License
- Be willing to drive university vehicles
- Be legally allowed to work in the United States

Preferred

- Experience with staff supervision
- Able to work with a wide variety of personalities

Job Expectations

- Develop and manage staff incentive program.
- Create and facilitate Staff Development Series.
- Conduct staff evaluations with Youth and Family Programs staff.
- Schedule and conduct one-on-one staff check-ins, provide constructive feedback to improve overall staff and patron experience.
- Help with a weeklong training at UCLA's Bruin Woods camp site in Lake Arrowhead

Pay Rate

Each intern will be paid \$350/biweekly, plus a full University Housing and Dining plan (the housing and meal package is estimated at \$3,800 and is treated as taxable income by the IRS).

Apply and Contact:

To apply, please complete the application found at www.recreation.ucla.edu/summerinternships. Please direct any questions about this position to Steve Nevarez-Soto at snevarezsoto@recreation.ucla.edu.

