



# Extension

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## Summer Youth Camp Assistant Position

### Position Information

Title: Summer Youth Camp Assistant

**Job Description:** Cabrillo College Extension seeks enthusiastic, detail oriented, caring team members to assist with our summer youth program. We offer over 150 youth camps in everything from Culinary Arts to Circus Camp to 3D printing. Summer Youth Camp Assistants provide administrative support and customer service in the Extension office, in-class support to summer camp instructors, and early morning/lunch break/late afternoon supervision for campers. No one day is ever like the other!

### Responsibilities include:

- Keep all campers safe.
- Commit to building a safe, inclusive, child-focused community.
- Serve as an ambassador of Cabrillo Extension to youth campers, their families or guardians, teachers, and staff.
- Respond to camper, family member, and Extension colleague needs.
- Provide excellent customer service.
- Take initiative to analyze and solve problems.
- Support daily student check in/out process.
- Prepare camp packets, camp documents, rosters and student lists using Cabrillo Extension's registration system software.
- Greet campers and their families in the Extension office, or at camp locations across campus, and answer questions.
- Provide supervision for Pre-Camp, Lunch Break, and Post Camp activities
- Assist with daily set-up and cleanup of camp, and assist Lead Instructors with lesson preparations or activities.
- Assist Lead Instructors in delivering curriculum, learning skills necessary to be effective and productive.
- Communicate with parents and guardians on a daily basis about their camper's experience.
- Provide leadership, energy and camp spirit, constantly assessing group dynamics and the needs of individual campers.

**Experience:** Applicants with 1+years working in a summer camp, a K-12 setting, or early childhood education preferred. Additional experience of working in an office or customer service setting preferred. Fingerprinting required.

**Qualifications:** Undergraduate or recent graduate. Applicants should enjoy working with children ages 5-17.

### Knowledge, Skill, Interest and Abilities:

- Excellent oral and written communication skills
- Very detail oriented.
- Basic knowledge of and proficiency with technology.
- Familiar with general supervision and safety concerns related to working with children.
- Passion for providing excellent support and service to all constituents and partners.
- Ability to provide a safe and welcoming environment for campers and their parents.

- Ability to accomplish projects with little supervision.
- Open communicator, unafraid to ask questions or ask for help.

**Opening:** Start date in mid April for training, approximately 5 to 15 hours per week, then increase to 20 to 29.5 hours June through August.

**Hours:** Part-time, Monday through Friday, hours flexible, between 15 and 29.5 hours per week.

**Location:** Cabrillo College Extension Office and in various locations across the Cabrillo College campus.

**Reports to:** The Extension Program Specialist, Coordinator and Assistant Director

**Pay Rate:** \$13.25 - \$14.75 per hour, depending on experience.

**Degree Level:** Degree not required

Please submit resume and contact information, both email and phone, and three references with your application, including phone and email contact for references, to: [jjgallo@cabrillo.edu](mailto:jjgallo@cabrillo.edu)

**Contact Information**

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Cabrillo College Extension

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