



CITY OF BURLINGAME PARKS & RECREATION DEPARTMENT

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Recreation Leaders and Senior Recreation Leaders

Join Our Team as a Summer Camp Leader – Develop Skills for your Future Career!

Site Location

Burlingame Community Center

850 Burlingame Ave, Burlingame CA

Description

Do you want to make an impact this summer while building valuable skills for your professional future? As a Camp Burlingame Recreation Leader, you'll have the opportunity to develop a wide range of transferable skills that will make you stand out in any career field. Spend your summer developing your leadership skills, creating unforgettable experiences, and making a lasting impact on the lives of campers in your community, this is the opportunity you've been looking for!

What You'll Gain

- **Leadership & Management Skills:** Develop confidence and experience in decision-making, team leadership, conflict resolution, event planning, and mentorship.
- **Problem-Solving & Adaptability:** Sharpen your ability to stay composed under pressure, think critically, and develop creative solutions to unexpected challenges.
- **Enhanced Communication:** Enhance your skill set to clearly express and convey ideas while adapting your communication to different audiences.
- **Time Management & Organizational Skills:** Develop managing multiple responsibilities while staying organized and focused on the team's goals.

Roles and Responsibilities

- **Activity Planning and Facilitation:** Develop and lead engaging, age-appropriate activities that promote teamwork, creativity, and joy for personal passions
- **Team Collaboration:** Work cohesively with fellow staff to deliver a well-organized, engaging, and impactful camp experience, ensuring that all activities run smoothly, and participants have a memorable and enriching time.
- **Role Model and Mentor:** Provide guidance and mentorship to campers, fostering their personal growth, confidence, and social skills in a supportive environment.
- **Supervision and Safety:** Ensure the safety and well-being of all participants during both on-site and off-site activities. Proactively manage and address any safety concerns, always maintaining a secure environment.

Three camps offered throughout the year

Summer Camp 2025:

- Required Training: Saturday, June 7 and Tuesday, June 10 - Saturday, June 14
- Camp Dates: June 16, 2025 – August 15, 2025. No camp July 4
- Up to 5 approved vacation days

Winter Break Camp:

- Late December – Early January

Spring Break Camp:

- Late March – Early April

Position Levels

- Recreation Leader 1: Current high school student
- Recreation Leader 2: High school graduate or current college student

- Senior Recreation Leader: College graduate with leadership experience

Education and Training

- Experience in recreational activities, effective communication and interaction skills with youth, and ability to collaborate with staff. Must be at least 16 years old.
- Recreation leader 1 and 2: Students under the age of 18 are required to obtain a work permit from their school.
- All staff 18+ are required to pass a fingerprint check submitted to the Department of Justice.
- Sr. Recreation Leader: Sufficient education and experience to satisfactorily perform the duties of the classification.

Application and Selection Process

Interested candidates must submit a completed online employment application at www.calopps.org/city-of-burlingame. Resumes in lieu of completed applications will not be accepted. Applications will be accepted until the position is filled.

Applications will be screened, and a limited number of the most qualified candidates will be invited to participate in the interview process which will consist of an oral interview and may consist of a practical demonstration.

Benefits: Healthy Workplaces/Healthy Families Act of 2014 Paid Sick Leave Benefit. This benefit accrues at the rate of one hour for every 30 hours worked to a maximum benefit of 24 hours per year. There is no cash value associated with the benefit. No other benefits are offered. This position is at will and is not part of the City's Civil Service System. There is no guarantee of hours and employment may end at any time.

Salary: \$18.06-26.54 per hour depending on qualifications and experience.

To Apply: Please complete an online job application at www.calopps.org

Filing Deadline: April 5th, 2025 or until filled

Recruitment Contact: mkaplan@burlingame.org