

**SFSU CAMPUS RECREATION**

# NOW HIRING

**Student Manager for Summer Camp Operations**

**APPLICATION DEADLINE:  
OPEN UNTIL FILLED**

To Apply: Complete the Qualtrics Application form below. Additionally, we will ask for your cover letter and resume, and the attached Staff Availability Sheet to be filled out and uploaded as part of your application.

**Qualtrics - Common Application:**

**[HTTPS://SFSU.CO1.QUALTRICS.COM/JFE/FOR  
M/SV\\_3N47J3OAEH4XELX](https://sfsu.co1.qualtrics.com/jfe/form/SV_3N47J3OAEH4XELX)**



# STUDENT MANAGER FOR CAMP OPERATIONS

15-20 HRS/WK (FALL/SPRING)

35-40 HRS/WK (SUMMER)

\$16.50/HR

## PURPOSE

The main responsibility of the Student Manager for Summer Camp Programming is to help oversee the operations and management of the San Francisco State Kids Camp at the Mashouf Wellness Center. Experience and knowledge of all planning, activities, and staffing happening will be essential for this position. This person also helps provide overall development and promotion of programs, and contributes to the overall goals and values of the Campus Recreation Department.

## DUTIES AND RESPONSIBILITIES

- Communicate and work closely with supervisor on all aspects of camp including: customer service, paperwork, facility, program development, staff, and all other duties or scenarios.
- Originate, prepare, maintain, and process all forms of paperwork and registration accurately and promptly.
- Collaborate with Campus Recreation Staff Student Managers, and Professional Full-Time Staff.
- Develop and maintain processes for quality and risk assessment in programs.
- Supervise and evaluate staff and provide corrective feedback if necessary.
- Help in organization of training program pre-summer.
- Create and deliver staff meetings during summer.
- Serve on the hiring committee for all other staff applications for counselors.
- Monitor and document camp schedule including: attendance, rotations, check-in and release of campers.
- Communicate camp rules, policies, and procedures to all staff members.
- Organize and run parent orientations.
- Create camp calendar of theme weeks and days to coincide with youth's current events.
- Originate a system for pickup/dropoff.
- Organize the Mashouf Wellness Center in a way that is conducive for camp operations.
- Always display appropriate behavior in action and language around campers, parents, and staff.
- Follow all camp policies, and procedures including, following agreed upon work schedule.
- Maintain Red Cross First Aid/AED/CPR certifications.
- Fill in for staff as needed.
- Perform miscellaneous tasks as needed.
- Provide comprehensive camp closing report including, assessment, recommendations, and inventories.

## QUALIFICATIONS

- Previous camp/youth leadership, coordination, oversight, or management experience is required.
- Demonstrated verbal and written communication skills, as well as customer service skills.
- First Aid, CPR, & AED Certified, or willing to obtain within 3 months of being hired.
- Must be a student at San Francisco State University enrolled in 6+ units, with minimum 2.0 GPA.
- Employment is dependent on passing a background check.
- Experience must include use of Microsoft Word, Excel, and use of standard office equipment such as photocopier and telephones.
- Demonstrated leadership skills including strong communication skills, and working in a team atmosphere.
- Must be able to work independently without direct supervision on day to day tasks.
- Must be able to handle confrontation and problem solving.