

Camp Coronado Counselors

Town of Bernalillo

Recruitment Period: Open Until Filled

Employment Date Range: 5/20/19 through 8/2/19

Location: Bernalillo, New Mexico
Department: Recreation
Reports to: Recreation Supervisor
Classification: Seasonal

Position Hours: Temporary/ Full Time
FLSA status: Non-exempt
Hourly Range: \$8.00

ESSENTIAL DUTIES

- Develops daily activity lesson plans following the camp schedule guidelines and confer with the Recreation Supervisor and other Counselors during the planning stages.
- Teaches and supervises all children in Camp activities, and as otherwise assigned.
- Assists Recreation Supervisor with all aspects of the Camp program, which may include, but not be limited to the following: care and upkeep of facility, equipment and supplies; participates in activity planning; supervises planned activities as needed; coordinates and distributes lunch and snack times; and assists in maintaining Camp records.
- Acknowledges parents as they drop-off and pick-up their children.

Education /Experience:

Must have a high school diploma or general education degree (GED). One (1) year of related experience is preferred.

Conditions of Employment:

Must possess and maintain a valid NM Driver License or NM Issued ID.
Must have excellent public relations and customer service skills.
Must be willing to work flexible hours

Working Conditions:

Work is performed in an indoor and outdoor setting.

If interested, please submit your application to:

Troy Martinez
Human Resources Director
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626