

Job Title: Counselor-in-Training (Youth Programs)

Location: Main Campus - Berkeley

About Berkeley

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that campers, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for campers, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, campers and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

Departmental Overview

UC Berkeley Youth Recreation leads the way in providing summer camps for kids of all ages. Located on the UC Berkeley campus for more than 60 years, we offer high-caliber, impactful, and fun camps.

Teen Leadership

UC Berkeley Youth Recreation offers several experiential leadership opportunities for junior high- and high school-aged individuals in our summer youth camps. Our experiential leadership programs bridge junior and high schoolers from campers to leaders. The best Youth Camps staff are often former campers. Youth Camp alumni not only bring their own experience and memories, but they also bring an undeniable passion for camp. UC Berkeley Youth Recreation offers several different ways for tweens and teens to practice and improve their varying leadership skills.

The Counselor-in-Training position is a volunteer staff role for high school students to learn the beginning requirements of youth supervision, professional conduct, effective communication, and teamwork responsibility. The Counselor-in-Training role also assists in enhancing leadership and job skills skills required for this UC Berkeley program and future careers.

Responsibilities

Key responsibilities include:

I. PROGRAMMATIC - 70%

(Duties and Responsibilities may include, but are not limited to, the following):

- Adhere to all scheduling assignments made by Camp Lead(s), Asst. Lead(s), and/or JC/CIT Coordinator to support campers, camper groupings, and activities.
- Support and assist activity Instructor(s) and/or assigned Group Leader(s) with any delegated tasks.
- Provide mentoring and guidance to campers in support of camp staff.
- Assist with general supervision of campers and downtime activities during the camper lunch period.
- Assist with the set-up and take-down of camp facilities and help tidy camp areas on a daily basis.
- Account for all campers in assigned group(s) and conduct camper headcounts regularly.
- Follow check-in/out duties as assigned.
- Assist campers with their belongings, lost and found, sunscreen, water bottles, lunch, trash pick-up, etc.
- Assist with and/or participate in all special events, staff meetings, theme days, and programs designated by the camp Leadership Team.

- Look for ways to improve the camp/program and share feedback in weekly staff meetings with the Leadership Team or designated team leader.

II. ADMINISTRATIVE - 10%

- Prepare, maintain, and process all forms and paperwork accurately and promptly (work permits, volunteer powerforms, employee paperwork, etc.).
- Monitor your personal and work email inboxes regularly for important communications from your supervisors.
- Complete Accident Reports, Incident Reports, and Child Abuse/Neglect (CANRA) forms when needed, making sure to alert supervisors.
- Follow campus-wide procedures in Mandated Reporting laws regarding child abuse and neglect (CANRA).
- Refer program and administrative questions to the appropriate supervisor.
- Keep equipment and supplies in order, well maintained, and in the proper location.

III. MISCELLANEOUS - 20%

- Develop age-appropriate relationships with campers.
- Display appropriate behavior (action and language) around campers, staff, and parents.
- Demonstrate professionalism, courtesy, and sensitivity in all interactions with campers, staff, and parents.
- Follow all camp policies and procedures stated in the Department Handbook, including wearing required camp uniform and following assigned work schedule.
- Fill in for camp staff as needed, including filling in for camp staff at a different camp facility.
- Maintain a supportive environment for campers and staff.
- Accept constructive feedback and make necessary corrections.
- Complete all tasks in a timely manner as specified or requested by the supervisor.
- Perform miscellaneous tasks as requested by the supervisor.

Required Qualifications

- Must be at least 15-years-old.
- Must be able to successfully pass FBI and DOJ Criminal Background Check.
- Must be adaptable to a varied and challenging environment.
- Must have a passion for working with youth.

- Must be available to work a minimum of 2 two-week camp sessions (4 weeks total) and be present for the required in-person training sessions before summer camps begin.

Salary & Benefits

This is a volunteer position; there is no hourly wage.

How to Apply

Please send an email to the supervisor of the camp you wish to volunteer at, including a letter of interest explaining why you want to become a Counselor-in-Training, along with your résumé. Supervisor emails can be found on the Youth Recreation Jobs webpage.

Conviction History Background

Please note that an offer is conditional upon successful clearance of your conviction history check or verification of a current active background check on file with UCPD on or before your first day of work. An offer is also contingent upon your successful completion of an Employment Misconduct Disclosure review where you will be required to disclose any final administrative or judicial decisions within the last seven years determining that you committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct.

Mandated Reporter

This position has been identified as a Mandated Reporter required to report the observed or suspected abuse or neglect of children, dependent adults, or elders to designated law enforcement or social service agencies. We reserve the right to make employment contingent upon completion of signed statements acknowledging the responsibilities of a Mandated Reporter.

Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant see:

https://www.eeoc.gov/sites/default/files/migrated_files/employers/poster_screen_reader_optimized.pdf

For the complete University of California nondiscrimination and affirmative action policy see:

<http://policy.ucop.edu/doc/4000376/NondiscrimAffirmAct>