



San Joaquin River Parkway and Conservation Trust

River Camp AM/PM Assistant Position

General Description

River Camp is a summer day camp program held along the San Joaquin River. There are currently six River Camp programs: **Young Explorers Camp, River Camp Adventurers at Scout Island, River Camp Academy at Sumner Peck Ranch, River Camp Rangers at Owl Hollow, River Camp Voyagers at Sycamore Island, and River Camp at Firebaugh.** For full descriptions of the six programs, please visit our [Pre-Application Information Guide](#). The AM/PM Assistant position is only available at River Camp Adventurers at Scout Island.

River Camp programs typically include wildlife habitat exploration, swimming and canoeing, games, arts and crafts, songs, and free time. Specific activities vary by program. River Camp programs are conducted entirely outdoors. Applicants should be physically capable of comfortably working outside for up to 8 hours each day. Training on safety, working with youth, and specific camp activities is provided during the week-long training session. The AM/PM Assistant reports directly to the River Camp Adventurers Co-Directors, and is responsible for conducting daily check in/out, small group management during early pick up/late drop off, and other responsibilities as requested by Camp Directors.

AM/PM ASSISTANT RESPONSIBILITIES & DUTIES

- AM: Setting up and overseeing early drop off, including supervising a group of approximately 12 campers (1st-5th grades) from 7:15 am – 8:15 am each day
- AM: Setting up and overseeing regular morning drop off from 8:15 am – 9:00 am each day, including interacting with parents/guardians and making follow up phone calls for late or absent campers as needed
- PM: Arriving at Scout Island at 1:45pm. Assisting with various afternoon activities (e.g. swimming/canoeing, arts and crafts) as assigned by Co-Directors
- PM: Assisting with camper groups that require additional assistance as needed and providing 15-minute breaks to Counselors or Mentors as needed
- PM: Assisting with camp photography and social media
- PM: Leaving just prior to the Adventurers Camp Bus (approximately 3:30pm) to return to the River Center
- PM: Overseeing afternoon pick up at the River Center from 3:45 pm – 4:45 pm each day, including interacting with parents/guardians and making follow up phone calls for campers who have not been picked up by 4:45 pm as needed; cleaning up after afternoon pick up and closing the Welcome Center
- PM: Overseeing late pick up, including supervising a group of approximately 12 campers (1st-5th grades) from 4:45 pm – 5:15 pm each day

All positions assist with materials management and maintenance, site organization and cleanliness, and may be asked to perform other duties related to the daily implementation of camp programs by the respective Camp Director.

ESSENTIAL FUNCTIONS & QUALIFICATIONS

- Must have completed 1 year of college or equivalent time/experience
- Live Scan (electronic fingerprinting) and DMV report required upon hiring
- Ability to maintain a positive learning environment
- Ability to work well with parents, other adults, peers and children
- Ability to stand, stoop, kneel, crouch, walk, swim, use hands/fingers (dexterity) and lift up to 25 lbs
- Ability to work outdoors in heat (sometimes exceeding 110°F)
- Previous successful experience working with children
- Interest in the outdoors and water activities; experience with watercraft/canoes preferred
- High energy and a positive attitude
- Knowledge and/or appreciation of conservation and the natural world
- Spanish and/or Hmong language ability preferred

TIME COMMITMENT

The AM/PM assistant is **required to attend at least four of six days of staff training** held June 3rd-June 5th and June 8th-10th, 2023. Inability to attend a minimum of four days of training will result in ineligibility for a position on camp staff. Though the official Juneteenth holiday is June 19th, all River Camp programs will be off Friday, June 16th, to account for the holiday, making the week of June 12th a four day session. All staff will receive the week of July 4th off. Time commitments will vary at each individual program; information listed below may be subject to change. Staff may request a **maximum** of one-week personal time off (vacation, etc.) during the camp season, though requested time off may not be granted.

River Camp Adventurers at Scout Island Program Hours – 9:00 am – 4:30 pm, M-F, June 12th-August 18th

River Camp Adventurers at Scout Island AM/PM Assistant Hours – 7:15 am – 9:15 am; 1:45 pm - 5:45 pm, M-F June 12th-August 18th

Starting Rate: \$17/hour. \$0.75/hr rate increase available for staff who are bilingual (Spanish, Hmong, ASL, etc.) and working at Adventurers or Firebaugh Camps.

To Apply

- **New staff** applicants are asked to participate in a group interview on March 25th, prior to any individual interviews taking place; full information will be provided upon receipt of application. Return staff are to send in all required application materials but will not attend the group interview.
- Upon completion of the group interview select individuals will be invited to participate in individual, in-person interviews the week of April 2nd.
- Physically or electronically submit a cover letter* describing your skills as they apply to the listed Responsibilities and Qualifications, a resume, and a completed [Job Application](#). Please

be sure to provide both a phone number and e-mail address for the references listed in the application. Applications may be submitted to:

San Joaquin River Parkway and Conservation Trust, Attn: River Camp
11605 Old Friant Rd, Fresno, CA 93730

Or electronically with the subject line "River Camp AM/PM Assistant Application" to Katie Kincaid at kkincaid@riverparkway.org

All applications due by March 23rd, 2023.

Late or incomplete applications will not be accepted.

The San Joaquin River Parkway & Conservation Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

**Please note: River Camp positions are extremely competitive. Please take a moment to review one of the many online guides [detailing how to write a cover letter](#) and [how to write a resume](#) before submitting your completed application packet.*