



Camp SEA Lab
California State University Monterey Bay
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Summer Residential Life Coordinator

*This is a full time (~50 hours/week), temporary, and non-benefited position
Expected duration of employment will run June 4 – July 19, 2018, and
training days during the week of May 28, 2018*

PROGRAM SUMMARY:

Camp SEA Lab operates under the University Corporation at California State University Monterey Bay (CSUMB) and has close ties to several Monterey Bay area marine institutions. Camp SEA Lab is governed by the University Corporation and an Advisory Board of Directors comprised of members from collaborating institutions.

Camp SEA Lab's mission is to foster lifelong excitement, scientific understanding, and stewardship of our coasts and ocean. The exceptional environment of the Monterey Bay region, and a host of exemplary marine science and education institutions make it a perfect setting for a youth program focused on ocean and coastal resources.

Camp SEA Lab residential camps are designed for youth ages 10-16 from culturally diverse backgrounds. Under the constant supervision of staff, campers engage in daily weeklong experiences in marine science education and ocean recreation, such as surfing, snorkeling, kayaking, tide pooling, and whale watching. All residential camp staff is responsible for the development and implementation of a safe, educational, and inspiring program in marine science.

Work schedule: Residential Life Coordinator work hours begin 9:00 am on camper arrival day (Sundays) through 4:00 pm on camper departure day (Thursdays), each week. Residential Life Coordinator must be available during all program hours and is required to stay overnight during residential camps in order to supervise all camp staff (Naturalists and Counselors), oversee all activities related to camper dorm life (meals, overnight supervision, behavior and health management), and help coordinate day time camp activities off campus.

Housing: Residential Life Coordinator will be provided single dorm room housing on the CSUMB campus from June 4 to July 28, 2017. Residential Life Coordinator will be provided meals during residential camp sessions only (Sunday dinner to Thursday lunch). Housing is provided during non-camp days, but no meals.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

Under the supervision of the Camp SEA Lab Program Coordinator, the Residential Life Coordinator will work on a variety of tasks related to the implementation of the Camp SEA Lab vision and programs, while maintaining the safety and well being of participants. The following is a list of tasks required to carry out job functions:

- Oversee up to 30 residential campers (ages 10-16) and up to 5 residential camp staff from Sunday to Thursday each week.
- Understand and implement program safety regulations of Camp SEA Lab's risk management plan during all camp activities.
- Assume complete responsibility for the well-being of each camper and act as Health Care Resident Supervisor; this entails the implementation of all Camp SEA Lab health care

- policies, administration of all camper medications (over the counter and prescription), and providing necessary emergency response and/or first aid to all campers while on duty.
- Plan and coordinate free time social activities for campers with the assistance of Residential Camp Counselors.
 - Facilitate evening programs and activities, some of which take place at the beach (campfire) or on the water (kayaking), that require exceptional oversight and safety considerations.
 - Under the supervision and guidance of specialized aquatic activity instructors, help lead campers in ocean recreational activities such as snorkeling, surfing, and kayaking, etc.
 - Coordinate transportation to day and evening activity sites with the ability to safely drive campers in camp vehicles, adhering to all traffic laws and defensive driving protocols.
 - Coordinate camper residential check-in on Sundays and check-out on Thursdays.
 - Clearly articulate community rules and expectations to campers; fairly and consistently enforce program rules and recognize situations in which intervention or mediation is both appropriate and necessary.
 - Serve as primary communication link with parents on any issues or concerns that arise during the camp program, maintaining positive relationships with parents of campers.
 - Serve as primary housing liaison with CSUMB housing office and communicate any facility issues that arise.
 - Administrative responsibilities (including but not limited to: completing incident reports, maintaining Camper Health Log, management of some camper paperwork, etc.). Document and report accidents/incidents to supervisor immediately.
 - Responsible for the enforcement of the Camp SEA Lab residential housing agreement terms with residential camp staff.
 - Supervise campers during campus meals; coordinate any needed pack out meals with CSUMB dining staff, track any special dietary alternatives for allergies as needed, and pick up meals per scheduled.
 - Be a positive role model for participants and express enthusiasm in all aspects camp while promoting a sense of community (cooperation, respect, and responsibility) and positive social interactions through structured activities between participants.
 - Work effectively in a dynamic team setting, demonstrating sensitivity to diversity and multiple working styles.
 - Maintain constant supervision of campers during all structured and unstructured activities.
 - Lead staff meetings to communicate camp logistics or relevant camper issues as needed.
 - Demonstrate sensitivity to special, developmental, and emotional needs of children.
 - Appropriately model behavior and use positive behavior management techniques.
 - Maintain positive relationships with Camp SEA Lab partners.

QUALIFICATIONS:

Education and Experience

- Demonstrate responsibility, organization, flexibility, and sound judgment as it relates to the delivery of youth program activities in a team setting.
- Demonstrate familiarity with coastal locations in Monterey Bay.
- Previous experience working with youth in an informal education setting; could include camp, classroom, or other environments; residential camp experience is strongly preferred.
- Ability to work with diverse populations and multiple learning styles.
- Possess a variety of skills to include leadership, communication, program implementation, and multi-tasking.
- Demonstrate understanding of and commitment to the Camp SEA Lab and CSU Monterey Bay Vision Statement and the core values of mutual respect, collaboration and service orientation, multiculturalism and diversity.
- Excellent interpersonal oral communication skills.

SPECIAL CONDITIONS OF EMPLOYMENT:

Demonstrated ability to address the essential functions associated with this position, including the knowledge and abilities identified above. In addition, the successful candidate will meet the all following conditions:

- **Must possess the following certifications through duration of employment: First Aid, CPR/AED AND American Red Cross Lifeguard Certification (must have by June 5th); or Wilderness First Aid or Responder is preferred.**
- **Must possess a valid driver's license, submit a clean driving record, and pass an on-line University Corporation Defensive Driving Course within one week of employment.**
- Minimum age requirement of 21 years of age.
- Must be able to get to and from CSUMB/Camp SEA Lab office via own transportation.
- Possess necessary endurance to maintain supervision of campers during all program hours.
- Must be able lead campers in ocean recreational activities (such as kayaking, surfing, snorkeling, etc.) under the guidance of specialized aquatic instructors.
- A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the University Corporation. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current University Corporation employees who apply for the position.
- The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in [CSU Executive Order 1083](#) as a condition of employment.

DESIRABLE QUALIFICATIONS:

- Bachelor's Degree in a marine science-related field
- Bilingual – Spanish and English
- Water Safety Instructor
- SCUBA Certified

PHYSICAL WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Position is also required to work and travel to off-campus program locations. Must be able to traverse a wide range of habitats and outdoor sites in variable weather conditions and walk at least three miles of rough terrain. This position also requires sitting, standing, bending, pushing, pulling, talking and using manual dexterity, eye-hand coordination. Applicant must possess the ability to lift and carry 40-50 pounds and load/unload program equipment.

POSITION DETAILS:

Appointment: School of Natural Sciences/Camp SEA Lab
Reports to: Camp SEA Lab Program Coordinator and Managing Director
Classification: Support Services I
FLSA: Exempt: This is an exempt position and as such is not eligible for the overtime provisions of the Fair Labor Standards Act
Salary Range: \$450 per week (Sunday-Thursday)

APPLICATION PROCEDURES:

Email us your cover letter and resume (PDF only) that describes your qualifications in meeting the position's experience and certification requirements to: campsealab@csumb.edu

Your attached PDF cover letter and resume should be labeled as such:

YourLastName_CoverLetter.pdf
YourLastName_Resume.pdf

Please title the email subject line with your last name and the position title you are applying for.

All applications must be received via email by **5:00 P.M. on Monday, February 26, 2018** to be guaranteed a review. Applications received after the screening date will be reviewed at the discretion of Camp SEA Lab.

--- NO PHONE CALLS PLEASE ---

All employees must be eligible for employment in the U.S. This position is required to maintain confidentiality as outlined in the Department of Education's Family Educational Rights and Privacy Act (FERPA) and California's Educational Code Chapter 13 regarding sensitive student issues.

The University Corporation at CSUMB is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

Please note: University Corporation employment is separate and distinct from CSU Monterey Bay or State of California employment. University Corporation employees are not employees of either CSUMB or of the state of California. University Corporation positions are at-will employment.