



Office of the City Manager

CONSENT CALENDAR

February 28, 2023

To: Honorable Mayor and Members of the City Council

From: Dee Williams-Ridley, City Manager

Submitted by: Aram Kouyoumdjian, Director of Human Resources

Subject: Increase Wage Ranges of Seasonal Camp Staff Classifications

RECOMMENDATION

Adopt a Resolution approving wage increases for certain Unrepresented Camp Classification rates in Unit X1, effective March 1, 2023, and amending Resolution No. 69,998-N.S.

FISCAL IMPACTS OF RECOMMENDATION

The proposed increases (see Table 1), would raise wages for four seasonal, daily-rated camp staff classifications: Camp Staff Member, Camp Staff Leader, Camp Medical Staff Member, and Camp Staff Supervisor. The projected 20% increase in labor costs is expected to be covered by the 12% increase in camp registration fees approved by Council on January 17, 2023, ([Resolution No. 70,667-N.S.](#)). All costs and revenue for these positions and our camp programs are based in the Camps Fund (Fund 125).

CURRENT SITUATION AND ITS EFFECTS

With the current wage ranges of our Camp Staff Classifications, the City has struggled to recruit and retain Summer staff for Echo Lake and Tuolumne Camps. Berkeley's pay rates are lower than our closest neighboring cities with overnight camps. The re-opening of Berkeley Tuolumne Camp in 2022 has exacerbated this issue as our staffing need has increased to 120 daily-rated, seasonal staff.

A compensation study of neighboring overnight camps (see Tables 2-4), demonstrated that the City of Berkeley's wage ranges are lower than Cazadero Camp from Berkeley, Oakland Feather River Camp out of Oakland, and Camp Mather from San Francisco. Berkeley's rates are comparable to or higher than rates in Concord, San Jose and Sacramento, however, staff from Concord and San Jose have indicated that their municipalities are also in the process of increasing their staff wage rates. The gaps are significant in each position. As an example, last summer, new Berkeley Camp Staff Members were paid at a starting wage of \$61 per day, compared to \$88, \$103, and \$126 per day, respectively, at Cazadero, Oakland, and San Francisco camps.

Table 1 shows the proposed increases for the four Berkeley daily-rated camp positions. These increases raise the wages for Camp Staff Member to \$80 per day; Camp Staff

Leaders and Camp Medical Staff Members to \$101 per day; and Camp Staff Supervisors to \$125 per day.

These increases are projected to result in a 20% increase in Camps Fund labor costs. To cover this increase in cost, a 12% increase in camp registration revenue is needed. On January 17, 2023, Council approved an average fee increase of 12% fee across camp programs, (see [Resolution No. 70,667–N.S.](#) and Attachment A.) Additional increases may be possible in the future, but at this time, higher increases risk decreasing occupancy at our camps by pricing them out of the market.

Tables 2, 3 and 4 include comparisons of all four classifications and rates at other camps. The proposed changes bring Berkeley rates closer to the camps owned by Oakland and San Francisco in each classification. This comparison is possible for all but the Camp Medical Staff Member classification. In our review, only Oakland and Berkeley pay their camp medical staff; other camps tend to bring on these positions on a volunteer basis. In Berkeley, the Camp Medical Staff Member rate has been matched to the Camp Staff Leader; and this approach is proposed to continue.

This is a time-sensitive issue because recruitment for daily rated camp employees has started and when staff attend various college and job fairs offered by local colleges and organizations over the next several months this information will be important in attracting new employees. Interviews take place in early Spring to ensure staff are on board by early May.

BACKGROUND

In 2019, [Resolution No. 69,078-N.S.](#) was adopted by the City Council, which increased the salaries of the Camp Staff Member, Camp Staff Leader and Camp Medical Staff Member classifications pursuant to the State of California Department of Industrial Relations Wage Order MW-2019.

In 2021, [Resolution No. 69,998-N.S.](#) was adopted by the City Council, which approved new salary rates for unrepresented employees. These new rates reflected a 4% increase effective July 25, 2021, a 3% increase effective the first full pay period in July 2022, and a 1% increase effective the first full pay period in July 2023.

Pursuant to [California Labor Code Section 1182.4](#) and [State of California Wage Order MW-2023](#), California law provides organized camps special labor rules allowing wages of camp staffers for each day worked rather than by the hour. Under those same laws, the City may claim a state wage credit for the value of the meals and lodging provided for each staff member to calculate the Current Wage Range (Daily Rate).

Because Berkeley Tuolumne Camp and Berkeley Echo Lake Camp are both located outside of the City of Berkeley, wages are determined by following State of California regulations, including the State of California Wage Order, which is updated periodically. The City of Berkeley periodically updates their Salary Schedule to reflect any minimum wage updates ([Last updated 2019, Resolution No. 69,078-N.S.](#)).

The Personnel Board discussed and voted unanimously at its February 6, 2023 meeting to send this classification and salary to the City Council for approval (Motion to Approve: Lacey, Wenk; Vote: Bartlow, Dixon, Gilbert, O'Loughlin, Lacey, Wenk, Karpinski; Noes: None Abstains: None).

ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

RATIONALE FOR RECOMMENDATION

It has been the policy of the City to update the necessary classification and salary schedule to accommodate new duties and responsibilities, reflect programmatic changes, maintain competitive salaries and, when applicable, comply with regulatory requirements.

ALTERNATIVE ACTIONS CONSIDERED

None

CONTACT PERSON

Aram Kouyoumdjian, Director of Human Resources, (510) 981-6807
Scott Ferris, Director of Parks, Recreation & Waterfront (510) 981-6711

Attachments:

1. Resolution
2. Current Job Descriptions for Camp Staff Classifications in Unit X1
3. Organizational Chart – Parks, Recreation & Waterfront Department, Camps Program
4. Recruitment Materials

Table 1. Proposed Camp Staff Daily Rates

Employee Classification	Daily Rate	
	Min	Max
Camp Staff Member	\$80.28	\$96.34
Camp Staff Leader	\$101.16	\$115.61
Camp Medical Staff Member	\$101.16	\$115.61
Camp Staff Supervisor	\$125.72	\$156.07

Table 2. Comparison of resident camp rates equivalent to Camp Staff Member

*Compares entry level camp staff positions, similar to Berkeley's Camp Staff Member classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Member	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
Camp Sacramento	Camp Aid	\$38.15	\$46.16	
San Jose Camp	Recreation Counselor- CCI	\$40.00	\$66.00	
Camp Concord	Program Counselor	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Berkeley Camps (proposed)	Camp Staff Member	\$80.28	\$96.34	
Oakland Feather River Camp	Program Leaders	\$88.33	\$104.17	530/625 per week
Camp Cazadero	Camp Counselor	\$103.33	\$103.33	620 per week
Camp Mather (San Francisco)	Camp Assistant	\$126.74	\$130.34	19.03/19.57 per hr

Table 3. Comparison of resident camp rates equivalent to Camp Staff Leader

*Compares mid-level camp staff positions, similar to Berkeley's Camp Staff Leader classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Leader	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
Camp Sacramento	Recreation Leader	\$43.87	\$53.08	
San Jose Camp	Recreation Counselor- CCII	\$40.00	\$66.00	
Camp Concord	Program Coordinator	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Berkeley Camps (proposed)	Camp Staff Leader	\$101.16	\$115.61	
Oakland Feather River Camp	Program Specialist	\$108.33	\$112.50	650/675 per week
Camp Cazadero	Dean	\$119.17	\$119.17	715 per week
Camp Mather (San Francisco)	Recreation Leader	\$137.00	\$210.86	20.57/31.66 per hour

Table 4. Comparison of resident camp rates equivalent to Camp Staff Supervisor

*Compares supervisory level camp staff positions, similar to Berkeley's Camp Staff Supervisor classification

Name of Camp and Positions	Name of position equivalent to Berkeley Camp Staff Supervisor	Step 1 Equivalent daily rate	Last Step Equivalent daily rate	Assumptions
San Jose Camp	Program Director - CCIII	\$66.00	\$98.00	
Camp Concord	Assistant Camp Director	\$47.76	\$110.55	Range covers all camp positions, not just entry-level.
Camp Sacramento	Camp Program Director	\$84.68	\$124.03	
Berkeley Camps (proposed)	Camp Staff Supervisor	\$125.72	\$156.07	
Camp Cazadero	Office Manager, Dining Room Supervisor, Utility Staff	\$128.00	\$136.00	16/17 per hour
Oakland Feather River Camp	Program Manager	\$133.33	\$150.00	800/900 per week
Camp Mather (San Francisco)	Recreation Coordinator	\$218.91	\$266.40	32.87/40 per hour

ATTACHMENT 1

RESOLUTION NO. xxxxx - N.S.

AUTHORIZING WAGE INCREASES FOR CERTAIN UNREPRESENTED CAMP CLASSIFICATION RATES IN UNIT X1, EFFECTIVE MARCH 1, 2023, AND AMENDING RESOLUTION NO. 69,998-N.S.

WHEREAS, the Human Resources Department maintains the Classification and Compensation plan for the City of Berkeley; and

WHEREAS, the Human Resources Department has completed a compensation review and recommended wage increases; and

WHEREAS, the Personnel Board recommended on February 6, 2023 to approve the wage increases for certain unrepresented camp staff classifications in Unit X1, including Camp Staff Member, Camp Staff Leader, Camp Medical Staff Member, and Camp Staff Supervisor;

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to increase the wage of the Camp Staff Member, Camp Staff Leader, Camp Medical Staff Member, and Camp Staff Supervisor as shown below, and that Resolution No. 69,998-N.S. (Salary) be amended, effective March 1, 2023:

Employee Classification	Daily Rate	
	Min	Max
Camp Staff Member	\$80.28	\$96.34
Camp Staff Leader	\$101.16	\$115.61
Camp Medical Staff Member	\$101.16	\$115.61
Camp Staff Supervisor	\$125.72	\$156.07



CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: Oct 13, 2008

Camp Staff Member

Class Code:
6014

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$44.04 - \$66.06 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under close supervision and guidance interact with campers daily in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to administration, food service, maintenance and recreation; perform related work as required.

CLASS CHARACTERISTICS

Most staff members are assigned to a crew, working in an organized group. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for younger campers, assist with camp administration, participate in campfire shows and athletic events, serve meals, and assist Camp Staff Leaders on hikes and other outings. This class is provided with room and board while at camp and is distinguished from Camp Staff Leader, which has oversight of a crew responsible for administration, food service, maintenance and recreation.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

Administration:

1. Assist with the operation of the camp store; sell items and operate a cash register, balance daily receipts, maintain cleanliness, and display merchandise; may work closely with the Camp Staff Supervisor and/or a Camp Staff Leaders as a store assistant overseeing daily store management, including, but not limited to, inventory management and cash handling;
2. Type, file, and perform the camp's bookkeeping duties;
3. Perform office administrative functions including maintaining camp records, handling mail, receives phone calls, and arranges housing for staff and campers; handle receipts for camp money and operates camp store which includes the ordering of merchandise; and
4. Perform related duties as assigned.

Food Service:

1. Assist with the preparation of a variety of food for large quantity service; may assist with food preparations for the following day's meals;
2. Set and clean tables after three family style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; may prepare snacks or lunch bags for hikers and picnics;
3. Receive and store food items and supplies and ensures proper storage and temperature of foods for serving;
4. Clean kitchen utensils and equipment and maintains cooking area in clean and safe condition; sweep and mop kitchen or dining area; and
5. Perform related duties as assigned.

Maintenance:

1. Clean and maintain all camp facilities, including bathrooms and dish washing areas; remove and dispose or recycle garbage and other material; move luggage; make miscellaneous camp repairs; ensure overall camp cleanliness; assist with the upkeep of the maintenance shed, maintenance vehicles, tool use and inventory; and
2. Perform related duties as assigned.

Recreation:

1. Assist Camp Staff Leaders with day and evening programs;
2. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;
3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment;
4. Assist in the operation and daily supervision of the swim areas; lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; give group-swimming lessons, and assist with other water activities;
5. Assist with organizing and leading camper nature hikes and programs in surrounding areas; and

6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
3. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
4. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
5. Safe work methods and safety regulations pertaining to the work;
6. Sports rules and regulations, basic hiking, outdoor safety awareness, and an appreciation of the environment; and
7. Child care practices.

Skill in and ability to:

1. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices;
2. Perform arithmetic calculations;
3. Follow oral and written instructions, exercise good judgment and state and enforce camp rules;
4. Establish and maintain effective working relationships with those contacted in the course of the work, communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
5. Control small groups of children; and
6. Drive camp vehicles.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of the sophomore year of High School, 16 years of age, plus some organized recreational or educational program related to coaching children. Familiarity with city recreational camp program is desirable.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs.; some positions must have current Senior Lifesaving certification. Previous childcare experience is desirable. Previous life guarding and instruction experience is desirable for some positions in recreation.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: Oct 13, 2008

Camp Staff Leader

Class Code:
6013

Bargaining Unit: Unrepresented Classifications

SALARY RANGE

\$66.06 - \$99.09 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under supervision interact with campers daily and oversee a small crew in the performance of one or more of the functions which are essential to the effective operation of a City Recreational Summer Camp including but not limited to; food service, maintenance and recreation; perform related work as required.

CLASS CHARACTERISTICS

Camp Staff Leaders are responsible for supplies and cleanliness in their areas and programs. In addition to fulfilling specific job duties, all staff members interact with campers in the day or evening, serve as role models for campers, participate in campfire shows and athletic events, serve meals, and lead hikes and other outings. Some staff may oversee a small crew, working in an organized group. This class is provided with room and board while at camp and is distinguished from Camp Staff Supervisor, which has oversight of administration, recreation activities, and food services.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

Food Service

1. Prepare, cook and provide a variety of food for large quantity service; make necessary food preparations for the following day's meals;
2. Assign efficient and equitable kitchen staff schedules; direct the day-to-day work assignments in support of camp program activities;

3. Oversee the timely service of food and serves food portions at mealtimes; and
4. Set and clean tables after three family-style meals per day in the dining hall; serve as liaison between cooks and campers; prepare side dishes for service; maintain inventory of supplies;

Maintenance:

1. Supervise crews in the maintenance of all camp facilities, including bathrooms and dish washing areas; ensure the proper disposal or recycling of garbage and other material;
2. Oversee camp repairs; inspect camp for cleanliness and direct staff to correct problem areas; and
3. Supervise activities in the maintenance shed, maintenance vehicles, tool use and inventory; may serve as backup for the safe operation of the water treatment system;

Recreation:

1. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; instruct table tennis, softball, volleyball, basketball soccer and other camper team sports; assist with tournaments for all ages, including posting results and awarding trophies; clean and maintain all athletic facilities and surrounding areas, including monitoring equipment needs and making recommendations for replacement of equipment; create and oversee childcare or youth-specific activities;
2. Serve as lead to Camp Staff Members in all recreation activities;
3. Care for and supervise children of various age groups in arts and crafts such as painting, coloring, storytelling, music, athletics, swimming parties, nature projects, and campfires;
4. Organize and lead camper nature hikes in surrounding areas;
5. Establish and maintain day and evening programs for campers;
6. Supervise the swim areas and serve as lifeguard and supervise recreational swimming; maintain water safety equipment and pool chairs; may give group-swimming lessons, assist with water-related activities; and
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of

1. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;
2. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;

3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;
4. Techniques and materials used in the maintenance and repair of camp facilities, roadways, drainage systems and related facilities;
5. Operation and maintenance of a wide variety of hand tools and equipment common to the field;
6. Safe work methods and safety regulations pertaining to the work;
7. Sports rules and regulations; hiking, outdoor safety awareness, and an appreciation of the environment; and
8. Child care practices and programs;

Skill in and ability to:

1. Lead a small crew in camp related functions;
2. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
3. Perform arithmetic calculations to determine ingredient portions;
4. Follow oral and written instructions;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles as required; and
10. State and enforce camp rules.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of the junior year of High School, 17 years of age plus experience in an organized recreational or educational program related to coaching children; or experience in general maintenance, food service procedures including basic cooking. Familiarity with city recreational family camp programs is desirable.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs.; some positions must have current Senior Lifesaving certification. Previous life guarding and

instruction experience is desirable for some positions in recreation. Previous childcare experience desirable. Experience in large-scale food preparation and cooking is desirable for some positions in the camp kitchen/dining room.

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



Camp Medical Staff Member

Class Code:
6012

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: Oct 13, 2008

SALARY RANGE

\$66.06 - \$99.09 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under general supervision, provides medical care to City Recreational Summer Camp staff members and campers; takes appropriate action in medical emergencies; performs related work as assigned.

CLASS CHARACTERISTICS

This class provides direct medical services including assessments, examinations, and treatment planning. This class is provided with room and board while at camp and is distinguished from the Public Health Nurse in that the latter has broader responsibilities in the areas of disease prevention, health promotion and the alleviation of conditions adversely affecting the health and safety conditions of individuals, families and the community.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

The following list of duties is intended only to describe the various types of work that may be performed, the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the class if the work is consistent with the concept of the classification or is similar or closely related to another duty statement or a logical assignment to the classification.

1. Provides first responder medical emergency response at the basic life support level, including initial patient and situation assessment, cardio pulmonary resuscitation, and trauma emergency medical care;

2. Identifies staff and camper health needs; provides appropriate medical treatment for staff and campers with illnesses, injuries or special medical needs;
3. May refer individuals and families to appropriate medical care;
4. Coordinates camp clinic services with private, public and voluntary health services;
5. Follows nursing care plans for camp patients and evaluates the needs of patients;
6. Prepares and maintains daily, detailed documentation of patient visits and referrals; conducts weekly inventory of medical supplies and medications;
7. Initiates preventive and rehabilitative nursing procedures appropriate to the patient's care and safety;
8. Maintains current knowledge of matters affecting patient care and clinic services and recommends policy and procedural improvements to City management; and
9. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledges, skills and abilities listed below are related to job duties as defined under Class Characteristics.

Knowledge of:

1. Principles and practices of nursing and paramedical procedures, including medical terminology and clinical routines and equipment;
2. Principles and practices of health maintenance and illness prevention and the effect of physical, social and emotional environments on health;
3. Basic principles and practices of emergency medical care at the basic life support level;
4. Anatomy, physiology, chemistry, pharmacology, growth and development, and nutrition;
5. Principles and techniques of history taking and patient teaching and counseling;
6. Community medical and social agencies and resources;
7. Principles and techniques of drug administration and its affect on patients; and
8. Communicable disease control.

Skill in and ability to:

1. Perform medical assessments, identify medical, social and emotional problems and prepare nursing care plans and/or make appropriate referrals;
2. Perform first aid, give injections, and perform other skilled services;
3. Remain calm; make sound decisions, and respond appropriately in emergency situations;
4. Prepare and maintain organized, detailed and accurate records of camp patient visits and findings;

5. Apply teaching principles and provide patient education and counseling; and
6. Establish and maintain effective working relationships with camp staff, physicians, patients, and families.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Must be either licensed as a Registered Nurse in California or possess current certification in basic life support as an Emergency Medical Technician Level I.

Must be willing to work on-call while camp is in session. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required.

California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.



Camp Staff Supervisor

Class Code:
6015

Bargaining Unit: Unrepresented Classifications

CITY OF BERKELEY
Established Date: Oct 13, 2008
Revision Date: Oct 13, 2008

SALARY RANGE

\$99.09 - \$143.13 Daily

DESCRIPTION:

Note that positions in this classification are compensated on a daily rate that includes room and board at the camp.

DEFINITION

Under general supervision, interact with campers and supervise the daily operation of a department in one or more of the functions that are essential to the effective operation of a City Recreational Summer Camp including but not limited to; administration, food service and recreation; perform related work as required.

CLASS CHARACTERISTICS

At this level incumbents typically supervise an administration or food service department. In addition to fulfilling specific job duties, camp supervisors interact with campers and staff in the day or evening and serve as role models for campers. This class is provided with room and board while at camp and is distinguished from the Camp Manager, which has oversight of all camp functions.

EXAMPLES OF DUTIES:

The following list of duties is intended only to describe the various types of work that may be performed and the level of technical complexity of the assignment(s) and is not intended to be an all-inclusive list of duties. The omission of a specific duty statement does not exclude it from the position if the work is consistent with the concept of the classification, or is similar or closely related to another duty statement.

Administration:

1. Supervise the cashier and accounts for all cash in the operation of the camp store; operate a cash register, balance receipts, maintain cleanliness, and may assist in the display merchandise; work closely with the Camp Manager in the oversight of the store management, including, but not limited to, inventory management and cash handling;
2. Prepare reports, coordinate staff assignments, evaluate staff, order supplies and maintain inventory control; and

3. Coordinate and supervise the camper registration and cabin allocation process.

Food Service:

1. Prepare work schedules for kitchen and dining room staff; direct the work assignments in support of food service program; make orders for food delivery and ensure dining halls are fully supplied; keep records and prepare reports;

2. Plan large-quantity wholesome, well-balanced meals; ensure proper cooking times, approve weekly menus and may serve food portions at mealtimes;

3. Direct and assist in cleaning the kitchen, equipment and food storage facilities; maintain safety and sanitation including daily garbage disposal; may sweep and mop floors;

4. Serve as the chief cook in charge of evaluating and training kitchen and dining room staff; and

5. Perform related duties as assigned.

Recreation:

1. Supervise the development and implementation of the recreational programs, and youth-related activities;

2. Supervise Camp Staff Leaders and Members in all recreation activities;

3. Interact with and serve as a role model for campers, and participate in campfire shows and athletic events; may officiate camp athletic events; assist with tournaments for all ages; supervise the maintenance of all athletic fields and surrounding areas, including monitoring equipment and supply levels and ordering replacement equipment and supplies;

4. Establish and maintain day and evening programs for campers;

5. Supervise staff responsible for the swim areas and recreational swimming programs and facilities; and

6. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

Note: The level and scope of the knowledge, skills and abilities listed below are related to job duties as defined under Class Characteristics. Some positions may require unique knowledges, skills and abilities essential to the successful performance of that position.

Knowledge of:

1. Techniques of supervision including planning, assigning and monitoring work and in evaluation of assigned staff;

2. Principles and methods of food preparation and cooking in large quantities; kitchen sanitation and methods of care and cleaning of kitchen equipment; and basic safety procedures as applied to food preparation and cooking;

3. Basic business arithmetic and record keeping procedures; bookkeeping, retail and cash handling methods and procedures;

4. Computer applications and software used to track camp usage with standard desktop applications such as Microsoft Word, Microsoft Excel, camp tracking databases, and related software programs and systems; and
5. Safe work methods and safety regulations pertaining to the work.

Skill in and ability to:

1. Supervise, plan, direct and review the work of a support staff;
2. Prepare clear, concise and complete reports and other written materials, and maintain accurate records and files;
3. Exercise sound independent judgment within established guidelines;
4. Prepare and cook large quantities of foods for varied meals; observe kitchen safety practices; maintain clean and sanitary kitchen utensils, equipment and cooking areas and clean safety practices; and plan ahead to ensure low costs of the food service program;
5. Establish and maintain effective working relationships with those contacted in the course of the work.
6. Communicate courteously and effectively with other camp staff members and relate well with campers in all age groups and the public;
7. Exercise good judgment;
8. Control small groups of children;
9. Drive camp vehicles; and
10. State and enforce camp rules.

MINIMUM QUALIFICATIONS:

MINIMUM QUALIFICATIONS

Completion of High School and two years of experience in 1) commercial, institutional, or related volume food preparation; or 2) supervising organized recreational or educational programs; or 3) an administrative, retail or cash-handling occupation. Familiarity with city recreational camp programs is desirable. Valid food handler's license is required for food service assignments.

Must be willing to begin work early in the morning and work a very flexible schedule. When driving on City (camp) business, maintenance of a valid California driver's license and satisfactory driving record is required. Some positions must be able to lift up to 50 lbs. Previous camp experience is desirable. Experience in large-scale food preparation as a cook is highly desirable for supervisory positions in the camp kitchen.

California Public Resources Code Section 5164 prohibits the hiring of a person for employment at a park or recreational facility in a position having supervisory or disciplinary authority over any minor if the person has been convicted of certain criminal offenses. California Education Code Section 10911.5 requires that all public recreation program employers must fingerprint all persons having direct contact with a minor. The City does not

hire persons who have been convicted of felony drug, sexual assault or physical assault crimes.

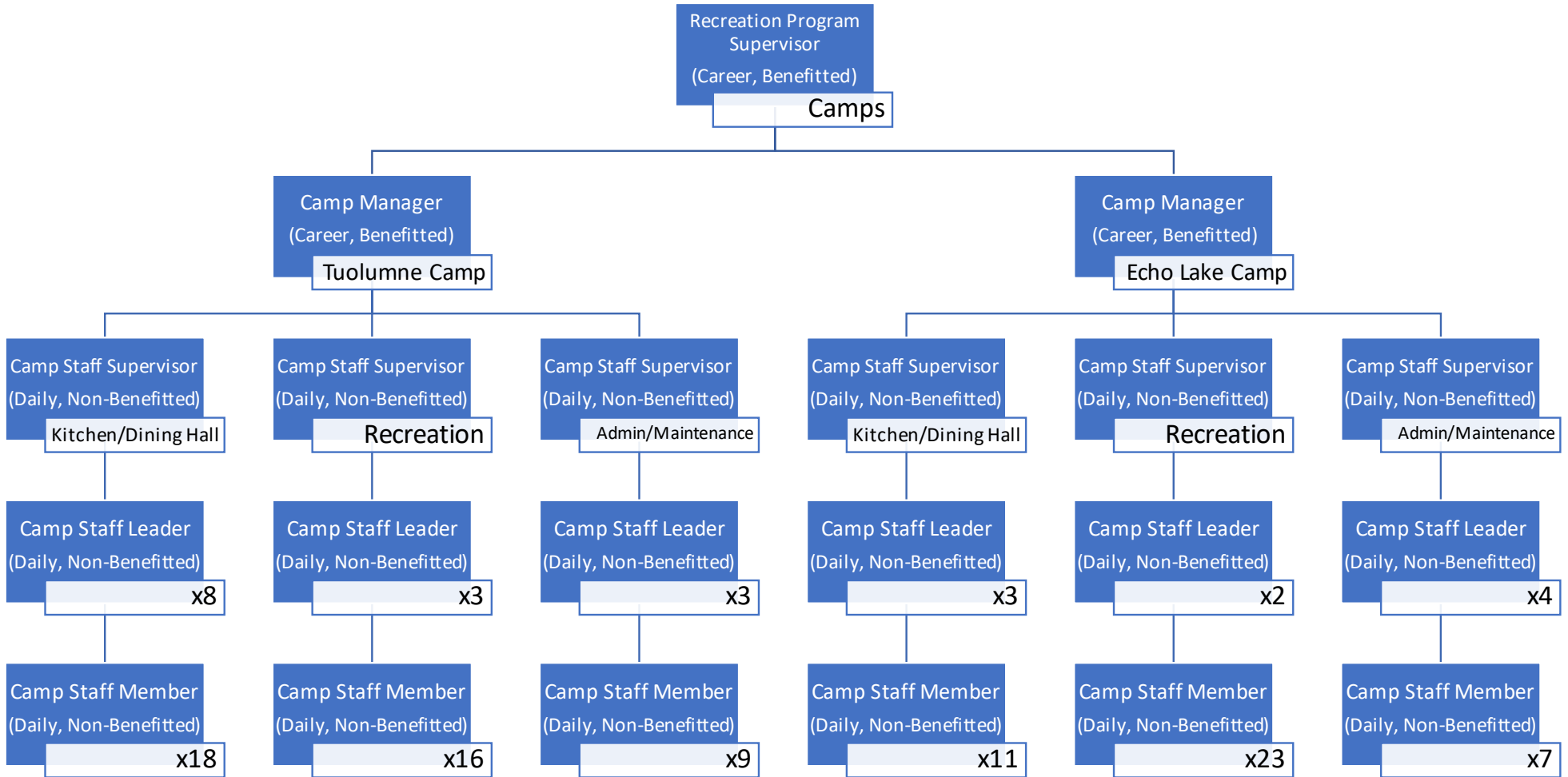


City of Berkeley

Parks, Recreation & Waterfront Department

Recreation Division

CAMPS PROGRAM ORGANIZATION CHART





Berkeley Echo Lake Camp Summer 2023



Now Hiring!

Berkeley Echo Lake Camp is looking for applicants (16+) from a range of social, ethnic, and racial backgrounds where your skills, culture, and presence are essential in creating a valuable and equitable camp experience



See yourself at camp. Find yourself at camp.





Echo Lake Camp

NOW ACCEPTING APPLICANTS FOR FOOD SERVICE,
RECREATION, ADMINISTRATION, MEDICAL STAFF, AND CABIN
COUNSELORS (18+)



Benefits Include...

- A diverse and equitable working and living environment committed to ensuring that camp looks and feels inclusive
- Save Money
 - Room and Board included
 - Delicious food provided all summer
 - Bank what you make
- Long lasting friendships, networks, and community
- Developing job and communication skills
- On the job training - no previous camp experience necessary
- Give back to your community
- Grow Independence



Contact us!

recreation@cityofberkeley.info
(510)981-5140

Apply
Now!



Berkeley Tuolumne Camp

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Summer 2023



Now Hiring!

Berkeley Tuolumne Camp is looking for applicants (16+) from a range of social, ethnic, and racial backgrounds where your skills, culture, talents, and presence are essential in creating a valuable and equitable camp experience.

See yourself at camp. Find yourself at camp.





Tuolumne Camp

Now accepting applicants for recreation, food service, administration, and medical staff positions.

Benefits Include:

- A diverse and equitable working and living environment committed to ensuring that camp looks and feels inclusive
- Save money
 - Room and Board included
 - Delicious food provided all summer
 - Bank what you make
- Long lasting friendships, networks, and community
- Developing job skills
- On the job training - no prior camp experience necessary
- Give back to your community
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Apply Here!



Contact Us!
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