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# ANNOUNCEMENT

April 23, 2018

THE UNIVERSITY OF GUAM SOLICITS APPLICATIONS TO ESTABLISH A LIST OF ELIGIBLES FOR THE FOLLOWING LIMITED TERM APPOINTMENT, PART-TIME/FULL-TIME POSITION, (SUBJECT TO THE AVAILABILITY OF FUNDS):

**Announcement No. 051-18**

**Position Title**  
**ASSISTANT CAMP COUNSELOR**

**Hourly Rate:**  
\$9.15 Per Hour

**Opening Date:** April 23, 2018  
**Closing Date:** May 07, 2018

**Location:**  
Academic and Student Affairs/Professional and International Programs/Adventure Sports Camp

**MINIMUM QUALIFICATIONS:**

- High School Diploma or GED certification.
- One year of experience working with children, planning and implementing youth programs.
- Possess the physical capabilities to partake and lead children in a variety of recreational activities, individual sports, team sports, new games, and outdoor activities such as swimming, hiking, and camping.
- Any combination of education, training and experience which provides the minimum knowledge, skills, and abilities.

**PREFERRED QUALIFICATIONS:**

- Associate's Degree or a current student at a U.S. recognized college or university pursuing a degree in education, recreation, physical education or related field.
- Work experience in summer camp environment or planning, implementing and leading youth programs.
- First Aid and CPR certified or the ability to obtain such certification.
- Work experience demonstrating leadership, responsibility, patience, dependability, maturity, integrity and a positive attitude.
- Ability to speak Japanese or Korean.
- Experience in Basketball, Volleyball, and Soccer.

**QUALIFICATIONS REQUIRED:**

Pursuant to Public Law 26-87 as amended by Public Law 29-113, all future employees of any position within the government of Guam will be required at minimum to possess one of the following:

1. A high school diploma; or
2. Successful completion of General Education Development (GED) Test; or
3. The equivalent of a general education high school program; or
4. Successful completion of a certification program, from a recognized accredited or certified vocational technical institution, in a specialized field for the job.

**MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent communication skills (oral and written). Excellent interpersonal skills; ability to establish effective working relationships with children, adults and co-workers. Ability to be friendly and courteous at all times when working with children and staff. Ability to be creative with activities for the children. Assume responsibility of safety of campers and report all incidences to the Superiors. Ability to follow directions and guidance from the Superiors and update orally or in writing on all activities. Ability to delegate tasks to assistant camp counselors, camp aides and volunteers. Ability to lift up to 40 pounds.

**ILLUSTRATIVE EXAMPLES OF DUTIES AND RESPONSIBILITIES:**

Under the direct supervision of the Head Camp Counselor, the Assistant Camp Counselor will assist in coordinating and organizing camp activities and functions. Prepare lesson plans and deliver lessons on a daily basis. Prepare the program area for different activities and ensure safety and security. Report, inform and update Superiors on all activities and camp issues. Instruct children in various activities; coach and provide guidance as needed. Track participant attendance and maintain camp and participant records. Follow University of Guam and camp rules, regulations, policies and guidelines. Ensure punctuality and compliance with camp requirements. Administer first aid when needed. Attend all meetings and trainings. Maintain inventory of camp and recreational supplies and equipment. Resolve camp issues. Assist camp staff with duties and responsibilities. Perform other related duties as assigned.

## **ASSISTANT CAMP COUNSELOR # 051-18**

### **EDUCATION:**

Applicants claiming degrees or credit hours are required to have an original or certified copy of the documents (e.g. transcripts, high school diploma or GED certification) accompany the application.

### **WORK ELIGIBILITY:**

Submission of completed job applications authorizes the University of Guam to seek and obtain information regarding the applicant's suitability for employment. All factors which are job-related may be investigated (e.g. previous employment, educational credentials, and criminal records). All information obtained may be used to determine the applicant's eligibility for employment in accordance with equal employment opportunity guidelines. In addition, the applicant releases previous employers and job-related sources from legal liability for the information provided.

Section 25103, Chapter 25, Title 10 of the Guam Code Annotated requires college or university employees to undergo a physical examination, to include a test for tuberculosis (skin or x-ray), prior to employment and at least annually thereafter. A report of such examination must be conducted by a licensed physician within a state or territory of the United States and must be submitted upon request.

Federal law requires presentation of eligibility to work in the United States within seventy-two (72) hours of reporting for employment. Specifically, 8 USC 1324A requires the employer to verify the identity and eligibility to work in the United States of all newly hired employees. The University of Guam is required to comply with this law on a non-discriminatory basis. If you are hired to fill a position within the University of Guam, you will be required to present valid documents to comply with the law.

### **POLICE AND COURT CLEARANCE:**

Pursuant to Public Law No. 28-24 and Executive Order No. 2005-34, applicants selected for a position are required to provide original police and court (Superior Court of Guam) clearances of no more than three (3) months old prior to commencement of employment. Off-island applicants must obtain clearances from their place of residence. Applicants are responsible for fees associated with obtaining the clearances.

### **HOW TO APPLY:**

Applicants must submit a Government of Guam Application Form to the Human Resources Office, located at the Administration Building between 8:00 a.m. to 5:00 p.m., Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday, except holidays. Applications may be obtained from this office, or the HR website: <http://www.uog.edu/hro> (under forms). Requests for applications may be directed to the following address: Human Resources Office, University of Guam, UOG Station, Mangilao, Guam 96923. For further information, please contact the Human Resources Office at 735-2350.

### **UNIVERSITY INFORMATION:**

Information on the University's campus security and fire safety may be accessed at <http://www.uog.edu/hro> (under Links).

### **THE UNIVERSITY OF GUAM IS AN EQUAL OPPORTUNITY EMPLOYER AND PROVIDER:**

The University of Guam complies with Public Law 24-109 in reference to the provisions and requirements of the Americans with Disabilities Act. Assistance in EEO/ADA matters and inquiries concerning the application of Title IX and its implementing regulations may be referred to the University's Director, EEO, and Title IX/ADA Coordinator, Mr. Joseph Blas Gumataotao, located at the EEO/ADA and Title IX Office, Dorm II, Iya Hami Hall, Room 106, Telephone No. (671)735-2244; TTY (671) 735-2243; or to the Office of Civil Rights (OCR).

  
**LARRY G. GAMBOA, SPHR, SHRM-SCP**  
**Chief Human Resources Officer**

*Assistant.Camp.Counselor 04/23/18*  
*Approved by CHRO 04/23/18*