



JUNIPERO SERRA HIGH SCHOOL

Job Title: Serra Sports and Rec Camp Assistant Coordinator
Department: Summer Programs
Job Type: Seasonal / Temporary (Summer 2026)
Schedule: Monday–Friday
Reports To: Assistant Principal: Student Life & Summer Camp Coordinator
Compensation: Hourly \$22.00

About the Program:

Junipero Serra High School offers a vibrant and engaging Serra Sports & Rec Camp for boys and girls promoted to 1st grades-7th grade, designed to provide a safe, enriching, and fun environment during the summer months. Our program includes a mix of recreational, creative, and outdoor activities, fostering both personal growth and positive peer relationships. We work closely with student counselors, parents/guardians and other school-run summer programs to deliver a cohesive and supportive experience for every child.

Position Summary:

The Assistant Sports & Rec Camp Coordinator plays a key role in supporting the implementation of the daily camp activities, supervising campers, and ensuring the well-being and safety of all participants. This position involves working directly with campers, junior counselors, and parents/guardians, as well as collaborating with other summer programs on campus. The ideal candidate is collaborative, energetic, and passionate about working with elementary-aged children in a school-based setting.

Key Responsibilities:

- Support the organization and operation of the Serra Sports and Rec Camp which emphasizes recreational activities, arts and crafts, sports, development of fine and gross motor skills, games and special events
- Supervise counselors and campers throughout the summer
- Coordinate the hire of staff with the Summer Sports & Rec Camp Coordinator
- Support and mentor student counselors, providing guidance and modeling appropriate leadership
- Communicate regularly and professionally with parents/guardians regarding
- Camper progress and concerns
- Collaborate with other summer program staff to ensure smooth transitions and shared use of facilities
- Collaborate with Flik dining to support distribution of lunches as needed for
- campers

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- Supporting camper safety and well-being, responding to behavioral or health needs as appropriate
- Help create a positive, inclusive and respectful environment for all participants
- Maintain accurate attendance and incident records
- Attend staff meetings, training sessions and camp events

Qualifications:

- Prior experience working with children in educational or recreational settings preferred
- Strong communication skills and ability to work effectively with both children and adults
- Collaborative mindset and ability to coordinate with multiple stakeholders
- CPR/First Aid certification (complete before starting date)
- Successful completion of background check required for those over 18 years prior to starting date

Preferred Qualifications:

- Experience mentoring peers or student leaders
- Currently pursuing or holding a degree in education, child development, recreation, or a related field
- Bilingual or multilingual candidates encouraged to apply

To Apply:

- Please submit the following to hr@serrahs.com:
 - Cover letter
 - Resume
 - Two letters of reference

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