



# The Sierra del Mar Division Jobs List

**As of December 12, 2011**

*All positions posted are open until filled. Submit Resume or Application to: The Salvation Army 2320 Fifth Avenue, San Diego, CA 92101. Background checks are needed for most positions Email Resume to: [Yolanda.Carmona@usw.salvationarmy.org](mailto:Yolanda.Carmona@usw.salvationarmy.org)*

## **KROC CENTER**

### **ARTS & EDUCATION MANAGER**

**SALARY: DOEE**

**(40 hrs/wk)** Full benefits. The Salvation Army is seeking an exceptional and talented individual to serve in a hybrid position as a member of the Salvation Army Corps Ministry Team and of the Kroc Community Center Arts and Education Department. The Arts and Education Manager will develop an arts community within The Salvation Army Kroc Center by expanding our volunteer groups. Develop special events and programming to showcase our creative elements. Oversees, recruits, and facilitates worship arts teams, vocal and instrumental groups. Plans all arts related worship. Supervises worship arts staff and volunteers. Active committed Christian required, Salvationist preferred. Recruits participants for the arts, including multimedia, music, theater, arts, Kroc Kids Theater Program, and general arts instruction.

## **PINE SUMMIT**

### **RECREATION ASSISTANT III**

**SALARY: \$9.50 AN HOUR**

**(40 hrs/wk)** Two full time positions. Full benefits. Responsible for leading and facilitating games, teambuilding, and other camp activities. Be ready at all times to assist guests with any need or problem which might arise. Enforces camp guidelines among participants. Provides prompt and polite service internally and externally. Set up for designated area should be completed prior to the group's arrival. Performs other incidental and related duties as required and assigned. Ability to deal tactfully and effectively with the public; work cooperatively with others; analyze situations and adopt a quick and effective course of action. Maintain a valid California Driver's License with less than two (2) violations in the last 12 months, or a DUI within last 18 months, and must pass Fleet Safety Test of TSA.

## **DOOR OF HOPE**

### **HAVEN PROGRAM**

#### **RESIDENTIAL MANAGER I**

**SALARY: \$10.50 AN HOUR**

**(40 hrs/wk)** Full Benefits. Monday – Friday (7 am – 3 pm) Candidate must demonstrate emotional maturity, critical thinking skills, and good judgment in handling crisis situations; Ability to efficiently multi-task; Ability to establish rapport with residents and staff while maintaining appropriate boundaries, demonstrating moral integrity, and leadership skills; Ability to commit to and enforce the program rules and Community Care Licensing/State/County regulations. Minimum of 12 Early Childhood Education (ECE) units completed, or course work completed in a related human services field. No work experience in a related field is required. Strong attendance record (minimal tardies and/or absences for personal business). Must pass the DOJ, FBI and CACI background clearances before hire hold a valid CA Driver's License submit a DMV Driving Record with less than 2 violations in last 12 months or a DUI within last 18 months and must pass Fleet Safety Test of TSA. Be able to lift 40 pounds. Have knowledge of crisis intervention techniques. Must be fluent in English.

## **SAN BERNARDINO CORPS**

### **CASE MANAGER I**

**SALARY: \$9.45 AN HOUR**

**(40 hrs/wk)** Full benefits. Provide instruction, counseling, case management and job development for the clients-students using maximum care and understanding to match the services provided to each individuals abilities needs. Support the Path Program Director to ensure that all activities conform to HUD policy. Teach, along with the Program Director, classes designed to increase job and life skills. Recent studies in education or business; a minimum of one year in a similar field preferred. Provide support and transportation for client court dates, medical appointments, job interviews, and other authorized program activities. Ability to handle crisis and emergency situations with a clear mind and calmness. Past business experience in budget management and record keeping. Maintain a valid C, CA Driver's License with less than two (2) violations in last 12 months or a DUI within last 18 months, and must pass Fleet Safety Test of TSA.

# PART TIME POSITIONS

## **CHULA VISTA SENIOR NUTRITION**

### **DISHWASHER/KITCHEN AIDE**

**SALARY: \$8.75 AN HOUR**

(20 hrs/wk) Some benefits. Properly cleans, sanitizes and restock all dishes, glassware, utensils and posts. Responsible for maintaining dish room and dish machine. Assist with cleaning other areas of the kitchen as requested. Help with light food preparation and packing. Performs additional responsibilities, although not detailed, as requested by Site Manager at any time. Must obtain Food Handler's Card. Must be able to operate kitchen equipment. Must meet all health and safety regulations as defined by the Health Department as well as the Salvation Army. Must have good customer service skill and be courteous. Comprehensive understanding of the English language is preferred. Ability to communicate effectively with co-workers and managers. Ability to lift 40 lbs. Ability to stand for long periods of time.

## **EL CENTRO CORPS**

### **MAINTENANCE WORKER**

**SALARY: \$8.00 AN HOUR**

(25 hrs/wk) Some benefits. Keep Corps and thrift stores in good order. Check on repairs needed for the three buildings. Clean floors, mopping, sweeping and waxing when necessary. Keep restroom cleaned and supplied with tissue, towels, soap, etc.,. Paint building inside and outside, as needed. Clean windows as needed. Shampoo carpets as needed. Handle other duties as assigned. Maintain an inventory of supplies and equipment and advise Commanding Officer when purchases of same are needed. Must have knowledge of custodial products and equipment. Must be able to lift 50 lbs. Must obtain a valid California Driver License. Before hire submit a copy of DMV driving record. Must be at least 21 years old.

### **STORE CLERK**

**SALARY: \$8.00 AN HOUR**

(25 hrs/wk) Some benefits. Prepare the sales floor, sell merchandise to customers and handle cash register as assigned. Adhere to store operations as well as all policy procedures as adopted by current administrative directive. Responsible for maintaining the orderliness and cleanliness of the store. See that the storage areas are kept clean, as assigned. Ability to communicate effectively with clientele and staff. Must be able to follow written and verbal direction in English. Handle other duties as assigned.

### **YOUTH MINISTRY DIRECTOR**

**SALARY: \$8.00 AN HOUR**

(20 hrs/wk) Some benefits. The Youth Ministry Director is part of the pastoral ministry team of El Centro Corps, responsible for the administration leadership, care, nurture and growth of the corps youth and children's programs. Provide training, communication, and encouragement to the youth leaders. Organize meetings as needed. Recruit leaders to assist in youth activities. Work closely with the Youth and Music Ministry Coordinator on scheduling, reports, registration, parental communication, volunteers and supervision. Have computer knowledge. Be able to lift 40 lbs. Before hire, submit a copy of DMV driving record. Before hire must pass the Fleet Safety Test of the Salvation Army. Complete Protecting the Mission training and requirements with first 90 days.

## **EL CAJON CORPS**

### **MAINTENANCE ASSISTANT**

**SALARY: \$10.00 AN HOUR**

(16 hrs/wk) Some benefits. The Maintenance Assistant will work with the Facilities Manager in the upkeep and maintenance of the El Cajon Corps property, including the El Cajon Quarters with specific responsibility for the lawn care and landscaping maintenance. Trim, edge, and weed all shrubs and shrub beds to maintain a neat appearance. Water and fertilize all trees, shrubs, and plant materials and needed to maintain health and appearance. Clean/or flush automatic control valves and sprinkler heads as required. Must be able to lift up to 50 lbs. Must have a valid CA Driver's License. Must have complete knowledge, competency and prior experience in landscaping and irrigation maintenance. Must manage time well.

## **AS-NEEDED OR TEMP POSITIONS**

*(As needed positions offer no benefits)*

### **PINE SUMMIT**

#### **AUDIO VISUAL TECH/FACILITIES REP.**

##### **SALARY: \$9.00 AN HOUR**

Six (6) month temporary position. Provide exceptional service in the sound department for all guests who come to camp. Maintain all sound equipment. Set up and clean all meeting rooms including but not limited to groups for main camp, housing and limited use. Ability to deal tactfully and effectively with the public; work cooperatively with others; analyze situations and adopt a quick and effective course of action. Basic understanding of sound boards, speakers, microphones, front house mixing and general technical sound equipment necessary. Working knowledge of integrated database applications and ability to use new software programs with basic training. Knowledge of projection systems preferred. Knowledge of basic wiring and cabling preferred.

### **WILDWOOD RANCH CAMP**

#### **HOUSEKEEPER ASSISTANT**

##### **SALARY: \$8.00 AN HOUR**

Assist Head Housekeeper in the cleaning of camp facilities that will provide for an effective retreat and camping ministry. Assist in laundry needs as directed. Vacuum carpeted areas as needed. Empty trash cans and replace liners in all areas as needed. Keep supervisor informed of any broken or malfunctioning equipment. Keep sidewalks and driveways clear of debris. Work cooperatively with other staff members when needs relative to maintenance arise in their areas. Handle other duties as assigned. Prefer at least 21 years old. Good character, integrity and adaptability. Ability to accept supervision and guidance.

### **KROC CENTER**

#### **AQUATICS**

##### **LIFEGUARD**

##### **SALARY: \$9.50 AN HOUR**

Minimum age 16 yrs (work permit req). Must have the ability to swim with proficiency and endurance. Possession of current certificates in American Red Cross First Aid for Public Safety Personnel (Title 22) or above; CPR for the Professional Rescuer (CPR-FPR), Lifeguard Training, and Water Safety Instructor. Equivalent training certificates will be accepted. Have at least one (1) summer full-time experience as an Instructor and lifeguard. Knowledge of principles and techniques of aquatic instruction and coaching. Must be able to read, write, and communicate in English. Meet all health and safety regulations as defined by the Health Department, and able to lift and carry 50 lbs.

#### **AQUATICS**

##### **WATER SAFETY INSTRUCTOR**

##### **SALARY: \$12.50 AN HOUR**

Organize, lead and teach specialized aquatics activities, including private and group swim lessons for children and adults, master swim programs, swimming clinics and other aquatic related programs. Must be at least 18 years old, must possess current certificate in American Red Cross First Aid or First Aid for Public Safety Personnel (Title 22) or above.

#### **ICE ARENA**

##### **JR. SKATING INSTRUCTOR**

##### **SALARY: \$8.00 AN HOUR**

Responsible for assisting Skating Instructors in operation of the Skating School. HS grad or diploma preferred, must know how to ice skate and have a thorough knowledge of ISI and USFS programs. Some computer skills necessary. Must be able to lift and carry up to 25 lbs.

#### **PERFORMING ARTS**

##### **STAGE TECH (RUNNING CREW)**

##### **SALARY: \$10.00 - \$11.00 AN HOUR**

Previous technical theater experience required. Working knowledge of theatrical or event sound, lighting and /or stagecraft a must. Be able to operate and/or troubleshoot common production equipment such as audio consoles, lighting consoles, video projectors, etc. Applicants should be prepared to document and demonstrate practical knowledge in their area of focus. Must have or obtain CPR / First Aid certification within 30 days of employment. Must read, write and communicate in English. Must meet all health and safety regulations as defined by the Health Department. Be able to lift and carry 40 lbs.