



**Position Open Notice**  
**Sports Camp Assistants**  
**Part-time**  
Thatcher, Arizona

**College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

**Position Summary and Organizational Relationship:**

The Sports Camp Assistant position reports to the Camp Director and will perform a variety of tasks. This is a part-time position generally consisting of no more than 19.5 hours per week as scheduled by the supervisor.

**Required Qualifications:**

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- Enrolled in High school or College.

**Preferred Qualifications:**

- Self-started who works well under moderate supervision and with close co-worker relationships.

**Essential Functions:**

- Supervise camp participants between the ages of 5 and 18 years of age.
- Demonstrate and organize sport specific drills and activities.
- Set-up and maintain equipment.
- Ensure that there is a safe and organized environment, and rules are being followed.
- Act as a positive role model for the camp participants.  
Communicate with camp participants, parents, and camp director.

**Knowledge, Skills and Abilities:**

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Organized thinker with exceptional attention to detail.
- Excellent communication skills, both verbally and in writing.
- Ability to effectively organize and prioritize work as well as concentrate on multiple tasks simultaneously.
- Excellent customer service skills.
- Ability to handle sensitive information and maintain confidentiality.
- Ability to use Windows electronic communication and information tools and Microsoft Office products and general office equipment.
- Excellent customer relations demeanor and skills.
- Ability to communicate effectively in both oral and written form with a diverse internal and external audience.
- Detail oriented with good computer, typing, and data entry skills.

**Physical Abilities:**

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- Required to use close vision and be able to focus.
- Regular attendance is a necessary and essential function.
- Work is performed in an athletic environment.

- Subject to standing, walking, sitting for extended periods of time; bending, reaching above the shoulders and horizontally to retrieve files and supplies; kneeling and occasional lifting of objects up to 15 pounds.
- Demonstration of sports specific movements and drills.

**Working Environment:**

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Work is performed in a gymnasium/athletic field environment under general conditions.
- Exposed to moderate noise levels.

**Application Information:**

Applicants should send a resume, a letter of application addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to [careers@eac.edu](mailto:careers@eac.edu) or mailed to the address listed below:

Eastern Arizona College  
Human Resources – SS 209  
615 N. Stadium Avenue  
Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

**Closing Date:**

The position is **open until filled**. Review of applications will begin on **May 14, 2024**, and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The initial position compensation is **\$14.35 per hour**. The anticipated position start date is **May 28, 2024**.

**Questions:**

Human Resources Department  
Voice: (928) 428-8915  
FAX: (928) 428-2576  
E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

**EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.