

City of Los Angeles
DEPARTMENT OF RECREATION AND PARKS
BALBOA SPORTS COMPLEX
17015 Burbank Blvd. Encino, CA 91316
SUMMER CAMP COUNSELOR

Positions Available:

Eight Positions Available.

Rate of Pay: \$19.59 HRLY

Hours Available:

- Monday to Friday
- 7a.m.-8p.m.

Weekly Available Hours:

20-40 hours per week

Description of Duties:

- Ability to communicate well with staff, parents and children in a professional manner.
- Be directly responsible for creating marketing material for all programs.
- Must be available to work evenings shift without supervision.
- Ability to create binders, rosters and attendance sheets for all programs.
- Ability to lead classes (sports, arts & crafts, cooking)
- Ability to plan and create marketing material which range from brochures, flyers, banners, and t-shirts in a proficient and timely manner.
- Maintain mailing lists up to date.
- Must be in ratio with children.
- Must be able to plan activities for the age appropriate group.

Qualifications:

- Applicant must be available to work morning, afternoon, and evening shifts.
- Applicant should have at least 6 months of prior experience working with large groups of children in a fast paced atmosphere.
- Applicants must be available to attend training sessions and mandatory staff meetings.
- CPR certified is preferred.

TO APPLY:

Send Resumes to:

adam.monick@lacity.org

brittanie.monge@lacity.org

LAST DAY TO APPLY: February 10th, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf