



City Of Los Angeles • Department of Recreation & Parks
CHEVIOT HILLS RECREATION CENTER
2551 Motor Avenue
Los Angeles, CA 90064
(310) 837-5186 • cheviotills.recreationcenter@lacity.org

Summer Day Camp Director (Seasonal)

Available Hours: Must be available Monday through Friday, June 17 – August 9, as early as 7:30 a.m. until 6:30 p.m. at the latest. Seasonal position (30-40 hours) may vary depending on the needs of the program. Must be available all 8 weeks of camp.

Job Description: Camp Director will work closely with Director-In-Charge and office staff to plan, schedule, and implement summer day camp program. Will be responsible for interviewing, hiring, training and supervising camp counselors and camp staff. In charge of day-to-day operations including sports, general camp games, songs, science, cooking, special theme activities and crafts.

Duties Performed:

- Interview, hire, train and supervise camp staff.
- Plan, schedule and implement camp rotations and activities.
- Communicate with parents/guardians regarding any behavioral or other issues.
- Participate in camp activities.
- Set-up, break-down, & sanitize areas and equipment. May include lifting and setting up canopies, tables, water coolers, camp games and activities for campers.
- Oversee the execution of special events, scavenger hunts and activities.
- Ensure all safety protocols are followed.
- Adhere to City and departmental policies and procedures; perform related duties as required.
- Must have reliable transportation. Must show up on time and be prepared.

Qualifications:

- Exercise good judgment, courtesy, and tact with children, parents/guardians, staff and public.
- Establish and maintain effective working relationships with parents, the public, and coworkers.
- Communicate clearly and concisely, both orally and in writing. Respond in a timely manner to emails and staff forms.
- Strong organizational skills.
- Supervise camp staff and children in a variety of programs and special events.
- Must be physically able to participate in camp activities; will be exposed to sun, heat, grass, water, etc.

Experience and Education:

- Prefer at least one year of experience as a camp director.

To Apply: Send Resume to:

Patrick Russell
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
(310) 837-5186
patrick.russell@lacity.org

Last Day to Apply:

March 1st, 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