

**CITY OF LOS ANGELES ~ DEPARTMENT OF RECREATION AND PARKS  
TARZANA RECREATION CENTER**

5655 Vanalden Ave. Tarzana, CA. 91356 (818) 343-5946

**Seasonal Recreation Assistant  
(Day Camp Counselor)**

**Available Hours:**

6-30 hours per week; can vary daily depending on camper enrollment

**Available Dates/ Days/ Times:**

Monday to Friday, 7:00am-6:00pm, June 17<sup>th</sup> -August 9<sup>th</sup>

**Description of Duties:** Looking for responsible, outgoing, enthusiastic and dedicated Camp Counselor for leading, organizing, planning, and implementing Summer Camp activities ranging from, but not limited to: set-up and clean up of activities such as games, cooking, arts & crafts projects, office coverage, extended care, which includes signing in and out of children, direct supervision of children, field trips, water play, which includes set-up and participation, and ensuring safety of children at all times whether on grounds or on field trips. Counselors will also be responsible for assisting parents with customer service matters in a courteous and professional manner. It is our goal at Camp Tarzana that the children are safe and have fun.

**Qualifications:** Must possess adequate knowledge, skill, and 2 years experience working with children ages 3-13 Previous summer camp experience is preferred. Must be able to teach a variety of ages, have a kind, nurturing manner and be able to motivate and inspire campers. Applicants that exhibit the ability to swim and preparedness to actively swim & supervise children in the pool, beach and on water theme park field trips, is preferred. Counselors must demonstrate patience when working with the children and strive to make camp a fun and safe experience for the children. Counselors will lead by example and be positive role models. **Punctuality and observance of work schedule is a must.** Counselors must attend required trainings prior to the start of camp (dates to be determined).

**To Apply:** Send resume to or apply with:

**Jose Cortez**

[jose.j.cortez@lacity.org](mailto:jose.j.cortez@lacity.org)

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**Last Day to Apply: Wednesday, April 24, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)