

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CARDENAS RECREATION CENTER
14740 Blythe St., Panorama City, CA 91402
Phone: (818) 781-3952

RECREATION ASSISTANT: DAY CAMP COUNSELOR

NUMBER OF POSITIONS AVAILABLE

3

Available Hours: 0-30 hours per week, (Hours will vary based on program needs)

June 2nd, 2024 through August 16th, 2024

Various shifts Monday-Friday, 7:00AM- 1:00PM OR 12:30PM-6:30PM (6hrs)

Job Description: Seeking motivated candidates who will work as a Camp Counselor mainly outdoors.

Responsibilities:

1. Greet parents and youth during check in and/or check out.
2. Facilitate and supervise recreational activities in a day camp setting.
3. Including, but are not limited to, organizing individual and group activities, while being creative and energetic.
4. Supervising a group of 10-12 children.
5. Leading children in creative activities, including indoor and outdoor games, sports, science special events, arts and crafts, and hikes.
6. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
7. Will assist with the serving of lunch and preparation/serving of snacks.
8. Attend to individual needs of the youth ex: restroom use, injuries.
9. Must be able to function without a cell phone for extended periods of time.
10. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
11. Must be available all 9 weeks of camp.
12. Must wear a face covering/mask and/or gloves at times during work shifts, as needed.
13. Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands, pool assignment.
14. Must adhere to City and Department policies and procedures.
15. Required to wear staff day camp uniform and/or badge. Required to dress in appropriate attire.

Qualifications:

1. Must have experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
2. Must be able to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, coworkers, and supervisor.

4. Must be physically able to participate in all camp activities including eating and standing for long periods of time, squatting, kneeling, and lifting/ carrying at least 40lbs.
5. Ability to have exposure to the sun.
6. Must be able to follow directions, be on time, and reliable.
7. Must be CPR & First Aid certified by the first day of camp.
8. Bilingual desirable.

To Apply: Email resume to sterling.williams@lacity.org

Last Day to Apply: May 8, 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