

**City of Los Angeles Department of Recreation & Parks**  
**LINCOLN HEIGHTS YOUTH CENTER • SUMMER CAMP PROGRAM**

**SUMMER DAY CAMP DIRECTOR (1 Position)**

**MISSION:** Assist Facility Director in the mission of camp through the planning and delivery of program activities and events; design and deliver program activities that are safe, fun and appropriate to the campers' age and abilities. Assist in the management of overall camp operation at the direction of the Facility Director.

**DATE:** April 20, 2017

**PROGRAM:** LHYC Summer Day Camp Program is designed for youth ages 5-12 years of age and runs for approximately 9 weeks. Activities vary by day and include: arts and crafts, sports, swimming and a weekly field trip. Camp hours are from 7:30 a.m.-6p.m., Monday-Friday, excluding city holidays.

**AVAILABLE HOURS:** Hours vary. Approximately 20-39.5 hours per week, based on weekly schedule, shift availability and camper enrollment. Candidates must be available to work June 12, 2017-August 11, 2017. Candidates must be able to attend pre-camp trainings/CPR sessions/parent meetings, which will vary in day of the week and hours. *Candidates must have sufficient hours left before their anniversary date.*

**DESCRIPTION OF DUTIES:** A Day Camp Director is responsible for planning, implementing, directing, budgeting and training for day camp programs. An employee of this class directs the part-time staff in camp activities to ensure staff is providing a safe and fun learning environment. In addition a Day Camp Director conducts team building exercises, arranges transportation for all trips, and budgets for all operations. A Day Camp Director may supervise, direct and coordinate activities of part-time recreation and volunteer staff.

**ADDITIONAL DUTIES:** The Summer Day Camp Director works directly with the Facility Director on planning, leading and supervising daily camp activities; ensuring lesson plans are prepared and implemented and meet the camp outcomes and abilities of campers; develops evaluation tools to measure the success of the camp program and activities; assists with implementation of camp training; ensure that all safety procedures are followed in program areas; supervises and evaluates camp counselors to develop and implement all facets of the camp program; monitors the work of camp counselors; provides positive feedback and guidance to camp counselors; provides recommendations and concerns to Facility Director regarding campers and

staff; prepares field trip rosters and daily rosters; supervises field trips; attends staff meetings; maintains clear and positive verbal communication with camp staff; participates in all camp activities; provides support and guidance to those assigned as leaders; participates as a member of camp leadership team to delivers and supervises activities, programs, special events, weekly bulletins and other camp functions.

**QUALIFICATIONS:** Candidates must have extensive previous Summer Day Camp experience in an administrative role; a knowledge of camp activities, arts and crafts, outdoor nature activities, swimming, song leading, sports and drama are all perquisites; ability to work effectively with children; experience in the development and delivery of programs and activities for a camp population of 50 or more; knowledge of Microsoft Outlook, Word, Excel, Publisher and Adobe; excellent writing and organizational skills; excellent verbal communication skills; a good work history; ability to work in a fast-paced environment and efficiently multi-task.

**SCHEDULE:** DAYS OF THE WEEK, AND HOURS VARY. Some weekends and nights are required.

**TO APPLY:** RESUMES ARE ONLY ACCEPTED VIA EMAIL TO  
[rocio.h.contreras@lacity.org](mailto:rocio.h.contreras@lacity.org)

**LAST DAY TO APPLY:** FRIDAY, MAY 5, 2017 AT 3P.M.

***\* Candidates must be van trained through the City of Los Angeles Department of Recreation & Parks and have a valid California Driver License.***