

LINCOLN HEIGHTS YOUTH CENTER
2911 Altura Street, Los Angeles, CA 90031
Phone: 323-226-1401

Email: rap.lincolnheightsync@lacity.org

Website: <http://www.laparks.org/reccenter/lincoln-heights-youth>

SUMMER DAY CAMP COUNSELOR

Positions Available: 2 - 4

DATE: 04/11/2017

PROGRAM: Lincoln Heights Youth Center Day Camp 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 8:00a.m.-6p.m., Monday-Friday, excluding city holidays.

AVAILABLE HOURS: Hours vary. Approximately 5-25 hours per week, based on weekly schedule, shift availability and camper enrollment. Candidates must be available to work the entire duration of the summer and attend **all** pre-camp trainings (in entirety), CPR trainings, and must be CPR/First Aid certified.

DESCRIPTION OF DUTIES: A Summer Day Camp Counselor is responsible for planning, implementing, leading and supervising daily camp activities and working directly with the Facility Director. A Summer Day Camp Counselor must be able to handle positive contact with campers, patrons and all full time staff. *Only Recreation Assistants may apply.*

Duties include but are not limited to: attending all planned program trainings and meetings; successfully implementing, leading and organizing camp activities; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures; standing and walking for entire shift.

ADDITIONAL DUTIES: Summer Day Camp Counselors visit the pool with campers and get in the water to supervise campers; participate with campers in physical activities such as drills, running, games; stand and walk for periods of 4-10 hours; lift 10-15 pounds; have a valid email address and respond to all work related emails in a timely manner.

QUALIFICATIONS: Candidates must have previous Summer Day Camp experience; a knowledge of camp activities, arts and crafts, outdoor nature activities, swimming, song leading, sports and drama are all prerequisites; ability to work with effectively and positively with people; experience in the development and delivery of programs and activities for a camp population; knowledge of Microsoft Word, Excel, Publisher and Adobe; excellent writing skills and communication skills; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual.

*Must be van trained through the City of Los Angeles, Department of Recreation and Parks.

SCHEDULE: DAYS OF THE WEEK, AS WELL AS HOURS VARY. Monday-Friday and some weekends required (Training Sessions).

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Last Day to Apply: May 5,2017