

## Cypress Park Recreation Center

2630 PEPPER AVENUE  
LOS ANGELES, CA 90026  
213-485-5385

### RECREATION ASSISTANT

Day Camp Counselor

**(4 Positions)**

**AVAILABLE HOURS:** 0-20 hours per week: various shifts Monday-Friday; 7:30am- 1:00pm and 1:00-6:00pm: June 12-August 12, 2024: hours are not guaranteed and based on weekly enrollment.

**SALARY:** \$20.00 an hour

#### DESCRIPTION OF DUTIES:

- Greet youth and parents during check in/out of camp
- Facilitate and supervise activities in day camp: organize individual and group activities, supervise children ages 5 to 12 years old, lead children in activities such as sports, games, crafts, special events
- Assist in training and supervising teens in camp teen program as well as recreation aides
- Set up, break down, clean/sanitize
- Assist with lunch program and snacks
- Attend to individual needs of the youth: restroom use, injuries, etc.
- Support the Coordinator and Director in establishing rules and emergency procedures
- Supervise youth on weekly trips
- Staff will be exposed to the sun and heat for prolonged periods of time during camp
- Follow all covid protocols such as showing proof of vaccination.
- Other assigned duties as assigned by the Coordinator or Director (preparation of crafts, office work, errands, etc.)

#### QUALIFICATIONS:

- Experience working with a group of children ages 5 to 12 years old in a camp environment is preferred
- Ability to actively lead children and work independently and collaboratively as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisors
- Must be able to participate in camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and be dependable and reliable
- Applicants must be available for all 9 weeks of camp

**TO APPLY:** Send resume to: [Michael.garcia@lacity.org](mailto:Michael.garcia@lacity.org)

**LAST DAY TO APPLY:** June 12, 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)