

**Penmar Rec Center**  
1341 Lake St., Venice, CA 90291

**RECREATION ASSISTANT**  
**Sports and Camp Counselor**  
**2025**

**Available Hours:**

0-20 hours per week; various shifts Monday-Friday, 9:00 a.m. - 9:00 p.m. or Saturday- Sunday 9:00am-5pm; hours are not guaranteed and based on enrollment. Shifts will vary depending on programs being run at the time.

**Job Description / Duties**

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
  - organizing individual and group activities, while being creative and energetic
  - supervising a group of 10-12 children
  - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Assist with sports programs at the facility through league/class organization, scorekeeping, refereeing, or teaching classes at the facility.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp/sports environment is preferred.
- Must be able to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Able to participate in all camp activities/sports including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and reliable.
- Candidates should be available during the summer for camp.

**To Apply**

Send resume to: [dylan.thomas@lacity.org](mailto:dylan.thomas@lacity.org) & [justin.weddle@lacity.org](mailto:justin.weddle@lacity.org)

**Last Day to Apply:** Until all positions are filled