



Assistant Camp Director (Recreation Assistant) Ages 18+

Join our Camp Cheviot Hills RC team, where we create unforgettable experiences for campers in a fun, supportive, and adventurous environment. We're seeking an enthusiastic and organized individual to assist in leading our camp to success as our Assistant Camp Director.

Description of Duties: The Teen Camp Director will support the Camp Directors in planning and running daily camp operations. Supervise staff to ensure programs are delivered safely and effectively. Coordinate schedules, activities, and special events. Act as a point of contact for campers, staff, and parents; addressing concerns and providing support. Enforce safety guidelines and maintain compliance with camp and facility policies. Assist with administrative tasks, including reporting and budgeting; as needed.

Key Responsibilities:

- Assists Camp Directors in completing the camp timeline tasks assigned by the Recreation Coordinator in a timely, accurate manner.
- May participate in the hiring process of camp staff (Head Counselors, Counselors, and Assistant Counselors.)
- Communicates the training program clearly, including what expectations are for the various camp positions as well as their daily camp duties and responsibilities.
- Driving by car/van to conduct weekly grocery and other shopping; to be done each Friday for the following week and during the week as needed.
- Monitors daily operations of camp programs to run for 8 weeks and ensures that camp staff is executing the program to the best of their abilities, offering feedback and training when appropriate.
 - Monitors facility maintenance and cleanliness as it relates to the camp program.
 - Along with the Recreation Coordinator & Camp Director(s), plans Colossal Thursday Activities: specialty lunch, cohort contests, and special themed activities.
 - Manages the Camp Rex Store, keeping it stocked with prizes; Maintaining and distributing Rex Dollarz.
 - Manages setup and breakdown of Water Play for the Little foot cohort; may coordinate with Teen Volunteer Coordinator to enlist Leaders to assist with this.
 - Overseeing Specialty Art and Cooking rotations.
- Present at Monday Morning Circle for introductions and rule review.
- Attend and help lead a weekly staff meeting once a week during the summer, where the Camp Director(s) will review any issues that may have arisen during the week. Will help supervise the Head Counselors as they plan the following week's activities with the counselors in their cohorts.
- Daily rundowns with Head Counselors and/or Counselors to review daily expectations.
- Should be made aware of any injuries; will ensure proper care is taken, help handle any emergency situations, and document accordingly.

- Should be made aware of any behavioral concerns that emerge with campers. In the case of any persistent issues, may be brought in to communicate with the parents/guardians and document accordingly.
- Supervises Head Counselors in their preparations for the following week each Friday. May attend field trips in case of emergency.

Available Hours: Weekdays between 8am and 6pm. Friday's hours vary based on field trips.

Qualifications: Proven experience in camp management, education, or related fields. Ability to work effectively in a dynamic, fast-paced environment. Passion for working with children and fostering a positive camp culture. Strong communication and interpersonal skills to effectively engage with children, parents, and colleagues. Knowledge of safety protocols and crisis management. Ability to inspire and motivate youths of all ages and abilities. Must have strong customer service ability and the capability to take initiative and lead activities. Willingness to fully engage in activities and lead by example. Ability to set and maintain clear boundaries with campers and coworkers. Must be able to correspond over the phone and via email. Experience working with a variety of personalities. Work independently and collaboratively as needed. Ability to problem solve and be flexible to last minute changes. Willingness to follow directions, be on time, and be reliable. First Aid & CPR certification is a plus, but not required. Must have a driver's license and reliable form of transportation.

To Apply: Send Resume to:

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Last Day to Apply:

Until Position is Filled