



## **Sports Camp Director (Recreation Assistant) Ages 18+**

Cheviot Hills Recreation Center is committed to delivering engaging, active, and memorable camp experiences. Our mission is to inspire teamwork, sportsmanship, and a lifelong love for sports in our campers. We're looking for a passionate and experienced Camp Sports Director to lead and oversee all sports programming at our camp.

**Description of Duties:** The Camp Sports Director will be responsible for designing, implementing, and managing a dynamic sports curriculum that promotes fitness, fun, and inclusivity. This role requires strong leadership, a love for sports, and the ability to create an environment where campers of all skill levels can thrive.

### **Key Responsibilities:**

- Act as a role model by demonstrating enthusiasm, leadership, and a commitment to camper growth.
- Completes the camp timeline tasks assigned by the Recreation Coordinator in a timely, accurate manner. Additionally, will assign tasks to the Assistant Camp Director and will review these tasks prior to it being submitted to the coordinator.
- Participates in the hiring process of camp staff (Assistant Camp Director, Teen Volunteer Program Coordinator, Head Counselors, Counselors, and Assistant Counselors.)
- Develops a comprehensive training program with the Recreation Coordinator for training camp staff. Will include various hands-on scenarios. Communicates clearly what expectations are for the various camp positions as well as their daily camp duties and responsibilities.
- Assists the Recreation Coordinator in keeping accurate inventory numbers of equipment, supplies, and food/drinks; and will help make shopping lists.
- Designs the curriculum for the daily operations of sports camp 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.
  - Designates weekly sports. Plans various activities associated with that sport each week.
  - Monitors facility maintenance and cleanliness as it relates to the camp program.
  - Along with the Recreation Coordinator & Assistant Camp Director, plans Colossal Thursday Activities: specialty lunch, cohort contests, and special themed activities.
- Present at Monday Morning Circle for introductions and rule review.
- Holds a weekly staff meeting once a week during the summer. Will review any issues that may have arisen during the week, and train the staff on how to avoid these issues going forward. Will then supervise the counselors as they plan the following week's activities.
- Along with Recreation Coordinator, evaluates each of their camp staff on a weekly basis, offering suggestions for improvement and providing feedback.
- Should be made aware of any injuries; will ensure proper care is taken, 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, will be brought in to communicate with the parents/guardians and document accordingly.

- Attend all Friday field trips; track attendance and buses; be available for any issues that may arise at the trip location; communicate with Recreation Center staff as needed.

**Available Hours:** Weekdays between 8am and 6pm.

**Qualifications:** Experience in sports coaching, physical education, or a related field (camp experience preferred). Ability to design creative and engaging sports programs for a diverse camper population. Knowledge of sports safety and injury prevention protocols. Passion for working with children and creating positive experiences. Strong communication and interpersonal skills to effectively engage with children, parents, and colleagues. 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