

CITY OF LOS ANGELES | DEPARTMENT OF RECREATION AND PARKS
EVERGREEN RECREATION CENTER
2844 EAST 2ND STREET | LOS ANGELES, CA 90033
P: (323) 262-0397 | EMAIL: EVERGREEN.RECREATIONCENTER@LACITY.ORG

RECREATION ASSISTANT
Summer Camp Counselor

SALARY: \$19.59 Per Hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

HOURS AVAILABLE

- 0-30 hours a week based on operational needs.
- Monday-Friday 7:00 am – 6:30 PM, Mandatory Training Sunday, June 2nd 9:00 AM-2:00 PM.

Description of Duties:

Under the guidance of the full time staff. The Camp Counselor will be responsible for setting up, leading and supervising activities in a structured setting while maintaining a clean work space. The RA may be asked to coordinate activities and lessons plans for their respective work shift. The Recreation Assistant will provide customer service such as effectively communicating with patrons, answering questions, and assisting them with registration. Light office work such as filing, answering phones, taking registrations and payments may be assigned.

Qualifications:

- Ability to Comfortably supervise groups of up to 12 kids on grounds and off grounds.
- Ability to Positively Interact with Children, fellow counselors and all full time staff.
- Must possess an enthusiasm for recreation.
- Ability to move, carry and set up required equipment and other supplies as needed.
- Must be able to maintain a punctual and consistent work schedule.
- Present and maintain a professional appearance and positive attitude.
- Ability to follow verbal and written instruction, self-motivate, multi-task and be able to work as a part of a team and independently with minimal supervision.
- Ability to enforce and support City policy, procedure, guidelines, rules, and training.

To Apply: **Email Resume:** Adriana Lopez

Adriana.Lopez@lacity.org

Last Day to Apply: **May 4th, 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf