

City of Los Angeles Department of Recreation and Parks

Rustic Canyon Recreation Center

601 Latimer Road,
Santa Monica, CA 90402
1- 310-454-5734

Recreation Assistant

Camp Director

1 Position Available

Available Hours: Up to 30+ hours per week

Various shifts Monday-Friday, 9:00am-7:00pm.

Hours are not guaranteed and based on program enrollment.

Availability for all 9 weeks of program required.

Job Description: Plan out the day to day activities for campers ages 6 -15 years for all 9 weeks of camp. Interview, hire, and train counselors. Make field trip and bus reservations. Make sure registration forms are filled out and filed properly. Supervise every group during camp hours to make sure things are running smoothly, that campers are active, that counselors have what they need, and that everyone is having a fun time in a safe environment. On Fridays, prepare an emergency contact binder for all campers attending the trip, organize counselors and campers into groups before getting on the bus, make sure that everyone has the right attire, money, and other necessities for the trip. Keep an open communication with counselors, parents, and facility director.

Responsibilities:

- Leadership abilities.
- Quality customer service.
- Facilitate and supervise activities throughout the day.
- Have a reliable form of transportation.
- Be prepared for all dress ups and water play days.
- Must wear a camp shirt every day unless otherwise instructed by facility director.

Qualifications:

- Experience supervising different groups with approximately 10 - 15 participants of ages 6 - 15 years.
- Strong customer service and communication skills.
- Work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to be flexible to last minute changes.
- Ability to stand for extended periods of time and participate in games with campers.
- Ability to have exposure to the sun for 3 or more hours at a time.
- Willingness to follow directions, be on time, and be reliable.

To Apply: E-mail your resume to: rusticcanyon.rc@lacity.org.

Last Day to Apply: February 2, 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