



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## Sun Valley Recreation Center

8133 Vineland Ave Sun Valley, CA 91352

(818)767-6151

### Recreation Assistant

### Summer Camp Counselor (8 positions available)

**Hours:** Must be available 7:30am-6:00pm; Monday-Friday (all summer)

**Description of Duties:** The counselor's top priority is the supervision, safety, and happiness of the campers. Counselors are to always have an enthusiastic and positive attitude. Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

**Additional Requirements:**

- Must have experience working with youth.
- Ability to motivate youth and manage behavior problems.
- Ability to work with the general public.
- Ability to implement quality programs/activities for youth.
- Ability to organize and supervise youth in a safe environment.
- Assist in or handle special assignments or other duties as deemed necessary or important by camp director.
- Must be willing to participate in all scheduled activities.
- Arrive on time according to staff schedule.
- Always carry yourself in and out of camp as a role model.
- Dress in appropriate work attire (includes camp staff shirt).
- Form meaningful relationships with youth and parents regardless of their background.
- Preferred to be certified or willing to get certification in CPR and First Aid.

**To Apply:** Send resume to or apply with:

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8133 Vineland Ave,

Sun Valley CA 91352

(818)767-6151

Email: [Jason.Shepherd@lacity.org](mailto:Jason.Shepherd@lacity.org) & [Vanessa.Meza@lacity.org](mailto:Vanessa.Meza@lacity.org)

**Last Day to Apply:** February 22, 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/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)