



City Of Los Angeles • Department of Recreation & Parks
CHEVIOT HILLS RECREATION CENTER
2551 Motor Avenue
Los Angeles, CA 90064
(310) 837-5186 • cheviotills.recreationcenter@lacity.org

Summer Camp Counselor (Recreation Assistant - Seasonal)

Available Hours: Must be available Monday through Friday, June 17 – August 9, as early as 7:30 a.m. until 6:30 p.m. at the latest. Seasonal position (30-40 hours) may vary depending on the needs of the program. Must be available all 8 weeks of camp.

Job Description: Camp Counselors will create activities and lead school aged children in sports, general camp games, songs, science, cooking, special theme activities and crafts. Most activities will be conducted outdoors.

Duties Performed:

- Greet parents and youth at check in and/or check out. Verify authorized drop-off and pickup status.
- Implement and lead themed activities throughout camp
- Set-up, break-down, & sanitize areas and equipment. May include lifting and setting up canopies, tables, water coolers, camp games and activities for campers.
- Participate in all camp activities with campers.
- Aid in the execution of special events, scavenger hunts and activities.
- Adhere to City and departmental policies and procedures; perform related duties as required.
- Participate daily in water play/swimming.
- Must have reliable transportation. Must show up on time and be prepared.

Qualifications:

- Exercise good judgment, courtesy, and tact with children, staff and public
- Supervise children in a variety of programs and special events
- Conduct recreational activities
- Communicate clearly and concisely, both orally and in writing. Respond in a timely manner to emails and staff forms.
- Establish and maintain effective working relationships with parents, the public, and coworkers.
- Utilize quality customer service skills and techniques
- Must be physically able to participate in camp activities; will be exposed to sun, heat, grass, water, etc.

Experience and Education:

- Prefer at least one year of experience working with children in a group setting

To Apply: Send Resume to:

Patrick Russell
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
(310) 837-5186
patrick.russell@lacity.org

Last Day to Apply:

March 1st, 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