

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CHATSWORTH RECREATION CENTER
22360 DEVONSHIRE ST, CHATSWORTH, CA, 91311
Ph. # (818) 341-6595

RECREATION ASSISTANT
After School, Sports, Camps, Programs

NUMBER OF POSITIONS OPEN (8)

Available Hours: 0-20 hours per week
Various shifts Monday-Friday 2pm-8pm Saturday 9am-5 pm

Description of Duties: Seeking enthusiastic, patient, and fun candidates who will work as a Camp Counselor with majority of activities being held outside. Must be comfortable supervising groups of 10-12 campers ranging from ages 6-14. Must be able to help set up and clean up before and after activities.

Job Description: Seeking motivated candidates who will work with school age children in various park programs and sports leagues.

Responsibilities:

1. Greet parents and youth during check in and/or check out
2. Group leader - facilitate and supervise recreational activities in a day camp setting.
3. Including, but are not limited to, organizing individual and group activities.
4. Supervising a group of 10-12 children.
5. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes.
6. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
7. Assist with the serving of lunch and preparation/serving of snack.
8. Attend to any individual needs of the youth.
9. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
10. Must be available all 9 weeks of camp.
11. Other assigned duties as assigned by Recreation Coordinator and/or Director e.g.: preparation of crafts, office work, errands.

Qualifications:

1. Must have experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
2. Must be able to actively lead children and work independently, as well as collaboratively, as needed.

3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Must be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
5. Ability to withstand exposure to the sun for periods of time.
6. Must be able to follow directions and be punctual.
7. CPR & First Aid certified by the first day of camp preferred.

TO APPLY, PLEASE SEND RESUME TO

Matthew Ramirez, Facility Director
Chatsworth Recreation Center
22360 Devonshire St
Chatsworth, CA, 91311
E-mail: matthew.ramirez@lacity.org

LAST DAY TO APPLY

March 06, 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