

City of Los Angeles Department of Recreation and Parks
Van Nuys Sherman Oaks Recreation Center
14201 Huston Street Sherman Oaks, CA 91423 Phone: (818) 783-5121
Email: vannuysshermanoaks.recreationcenter@lacity.org

Recreation Assistant- Summer Camp Counselor

***Senior Counselors: 18 years & over**

Hours Available: Monday-Friday, 7:30am-6:00pm

Weekly Available Hours: 10 to 40 hours per week

JOB DESCRIPTION:

The Senior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CIT's, and Campers. Senior 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). They are responsible for properly training and the delegation of responsibilities to the JC and CIT's assigned to their group. Senior 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.

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Candidates will be responsible for supervising, producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

POSITION REQUIREMENTS:

- ✓ Certified in CPR & First Aid preferred (proof of certification must be submitted by Monday, June 3, 2024).
- ✓ Must attend required staff orientation and training day held (see dates below).
- ✓ Must adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Must have the ability to swim and be prepared to actively swim & supervise children in a pool and/or water park

REQUIRED AVAILABILITY:

- **June 17 - August 9, 2024**, Camp Program (must be available Monday-Friday between 7:30am-6:00pm)
- **June 1, 2024**, Mandatory Staff Orientation 9:00am-3:00pm
- **June 8, 2024**, Mandatory Camp Training Day 9:00am-3:00pm

TO APPLY:

Send Resume to:

Taylor Hardie and Christina Henry c/o

Van Nuys Sherman Oaks Recreation Center

14201 Huston Street Sherman Oaks, CA 91423

Email: taylor.hardie@lacity.org

Phone: (818) 783-5121

LAST DAY TO APPLY:

February 29th, 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