

City of Los Angeles Department of Recreation and Parks

## Oakwood Recreation Center

767 California Ave., Venice, CA 90291 (310) 452-7479

[oakwood.recreationcenter@lacity.org](mailto:oakwood.recreationcenter@lacity.org)

### Recreation Assistant – Summer Day Camp Counselor

**Positions Available:** 10

**Available Hours:**

20-39 hours per week from June 13 thru August 12, 2022

Various shifts Monday-Friday, between 7:00 am and 6:30 pm depending on needs of program

Candidates must be available for all 8 weeks of summer camp.

**Job Description:**

Seeking motivated, creative, and energetic candidates for the position of Camp Counselor. Work will primarily be at the recreation center and will involve creating activities and leading campers in sports, camp games, camp songs, arts & crafts, special events, and a variety of other activities based on weekly camp themes.

**Responsibilities:**

- Greeting parents and youth during check in and/or check out
- Facilitating and supervising recreational activities in a day camp setting for a group of up to 10 children.
- Participating in all camp activities
- Setup, breakdown, and cleaning/sanitizing of equipment such as canopies, tables, and water coolers.
- Will assist with the serving of lunch and preparation/serving of snacks.
- Attend to any individual needs of the youth such as restroom use or injuries.
- Support the Recreation Coordinator and/or Camp Director in establishing rules and emergency procedures.
- Other duties as assigned by the Recreation Facility Director and/or Camp Director.

**Qualifications:**

- Experience working with children, ages 5-14 years old, in a camp environment preferred.
- Must exercise good judgment and be able to work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Must be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs., and extended sun exposure.
- Must be able to follow directions, be on time, and reliable.

**Last day to Apply: March 19<sup>th</sup>, 2024.**

**To apply:** Email resume to [oakwood.recreationcenter@lacity.org](mailto:oakwood.recreationcenter@lacity.org)

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)