

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Elysian Park Recreation Center

929 Academy Road
Los Angeles, CA 90012

CSP CAMP DIRECTOR

Community School Parks

(10 Positions)

Location:

Assigned to Community School Parks locations in specific areas within the City of Los Angeles; headquarters will be Elysian Park Recreation Center: *the SF Valley, South LA, San Pedro, Hollywood, Korea Town, plus areas in between. (Instructors hired will be able to choose service area preferences.)*

Available Hours:

Estimated 12 – 20 hours per week; Hours Vary. (Program schedule will be on Saturdays and Sundays from 10am-4pm and 1-2pm weekdays in the afternoon/evening for class prep/marketing.)

Pay Rate Scale:

\$24.45 - \$31.32 (Rec. Instr. B - D) based on experience/credentials

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

Job Description / Duties

Under the direction of the Senior Recreation Director, will supervise the operation of the Community School Parks (CSP) location; including, but not limited to, supervise staff, coordinate and communicate with school representatives, individual or group activities; supervise children; lead children in creative activities, indoor and outdoor games, sports, arts & crafts, basic maintenance, etc. Must be able to attend/lead all site training sessions and have basic computer skills. May be required to drive a city van.

Qualifications

- Supervisor experience is desirable but not required.
- Experience working with children ages 5-13 years old in a camp/after school group environment.
- Ability to problem solve and communicate effectively with parents, youth, co-workers and supervisors.
- Must possess a valid CA driver's license and be willing to be van trained to drive a city van.
- Reliable transportation and be willing to travel to various parts of Los Angeles is a must.
- Must be punctual, autonomous, self-governing, and motivated towards excellence.
- Desire to promote classes in a community through word of mouth, networking with local schools, recreation centers and community organizations;
- Delivering and distributing flyers to schools, organizations, and local businesses.
- Effectively communicate with community members, school staff and program parents.
- Bilingual is a plus.
- Applicants are specifically chosen for their ability and desire to work in a public recreation setting.

To Apply:

Send Resumes to: rap.lakids@lacity.org

(Application process will include a verbal interview and a possible class setting audition. Please come prepared to show a portfolio.)

Last Day to Apply: Open until Sufficient