

Lanark Recreation Center
21816 Lanark St. Canoga Park, CA 91304

RECREATION ASSISTANT
Day Camp Counselor
Summer 2024

Available Hours

0-20 hours per week; various shifts Monday-Friday, 7:00 a.m. - 1:00 p.m. or 12:30 p.m. - 6:30 p.m. (6 hours); hours are not guaranteed and based on seniority, weekly enrollment, and sports enrollment.

Job Description / Duties

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Follow ALL COVID protocols if and when required.
- Other assigned duties as assigned by the Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment is preferred.
- Must be able to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Must be able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of camp.
- Candidates must meet current City of Los Angeles vaccination requirements.

To Apply

Send resume To: Jeremy.Aldridge@lacity.org
Subject: Recreation Assistant

Last Day to Apply: May 7th, 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