

Description of Camp

Camp Hollywoodland is located in Griffith Park nestled in a canyon between the Hollywood Sign and the Griffith Park Observatory. Operated by the City of Los Angeles Department of Recreation and Parks, the camp was designed to provide camping and recreational programs for girls. The facility includes 10 cabins, rest rooms, showers, a craft-room, dance studio, adventure challenge course, and main lodge.

Activity Leaders arrive on Monday mornings and work a varying schedule depending on program needs. The week is filled with theme-based activities and everyday camp activities which include swimming, crafts, games, outdoor cooking, dance and many more. The majority of an Activity Leader's time is spent working on the ropes course, climbing wall at the pool or leading games. Camp Hollywoodland provides overnight camping experiences and outdoor recreational programs for girls ages 6-17.

Camp Hollywoodland has maintained a high reputation of quality supervision and care for over 90 years. As an Activity Leader on our staff you will be expected to adhere to all the guidelines set in our camp manual. Every minute of our weeks are planned with fun activities, and all staff are expected to adhere to those schedules. To ensure that we keep quality staff throughout the season all Activity Leaders are subject to weekly performance reviews. In the review process you will be evaluated on things such as: punctuality, enthusiasm, supervision, communication and participation. Employment for the entire summer is not guaranteed, if we feel as though you are not meeting our expectations, or are not actively trying to improve as the summer goes on, you may be given a week or more off to ensure our quality of service is being upheld. Please consider these details when applying for a position at Camp Hollywoodland.

Director's Message

Welcome to Camp Hollywoodland for girls. Camp Hollywoodland has been offering quality over night camping programs since 1926. Each summer we hire 30-40 counselors, in addition to support staff for the kitchen, ropes course and swimming pool.

Working at Camp Hollywoodland is more than just a summer job. Every member of our staff is important to the success of our program and we are very selective in hiring the right team for our camp family. We are looking for multi-talented individuals who can work well in groups and independently, providing personalized attention and instruction to our campers.

We respect the unique skills and experience each staff member brings to camp and welcome new ideas to enhance our traditions. Directors and Senior Staff work closely with counselors to ensure you will have a positive and meaningful summer with all the support and guidance you need.

Serving as a camp counselor can be a very rewarding experience for both you and our campers. You will come away from camp at the end of summer having had a variety of experiences, memories and friendships that you will cherish for many years to come.

Thank you again for your interest in applying at Camp Hollywoodland. We look forward to receiving your application.

Sincerely,
Sharon "Guru" Nishihara
Camp Director



Job: Activity Leader

Activity Leader Purpose: An Activity Leader's purpose is to help create community, help campers build relationships, to be a role model, help campers build self-reliance and provide campers opportunities to learn and master new skills.

What it means to be an Activity Leader: Being an Activity Leader means putting campers needs ahead of your own, being organized, timely and reliable with planning and leading activities, following safety procedures, providing an emotionally and physically safe environment so campers feel they are taken care of and are at their home away from home, and giving campers the attention they need to grow. As an Activity Leader the majority of your job will be working on and running the high ropes course and climbing wall but it will also include leading games, and assisting many different activities when needed.

Desired Qualifications

- At least 18 years of age
- High School Diploma or equivalent and preferably 1 year of college.
- Some paid or volunteer experience working with children is desired but not mandatory.
- Ability to identify and put campers needs first
- Ability to work as part of a team
- Present a neat and professional appearance
- Ability to lift 50 pounds
- Have an enthusiastic and positive outlook
- Ability to accept supervision and guidance
- Good character, integrity, judgment and adaptability
- Have a strong desire to make a positive difference in a child's life
- Develop fun and positive relationships with campers and co-workers
- Ability to communicate and work with a variety of ages and skill levels
- Ability to work at heights up to 50 feet for extended periods of time
- Ability to supervise children in an all day and overnight environment
- Ability to speak and perform in front of large groups
- Excellent communication skills
- Ability to be patient, sensitive, understanding and nurturing
- Posses critical thinking skills and techniques to be applied to situations that may arise with campers

General Responsibilities

- Supervise children through activities
- Responsible for the general safety and wellbeing of campers
- To identify and meet campers needs
- To carry out and follow camp programs
- Provide a safe, friendly, loving, encouraging environment to campers and co workers
- Camp runs from June 12, 2017 - August 18, 2017.
- Work on/run high ropes course and climbing wall



Our Ideal Candidates

We are looking for people who have a sincere desire to work with children, people who are caring, nurturing and patient, people who are capable of leading activities, people who are willing to act silly, dress in costume and people who are truly kids at heart. Our ideal candidate will understand the importance of building relationships, have an outstanding work ethic and believe it is their job to make a positive difference in a child's life.

Hiring Process

1. Fill out an application and submit to the camp at: 3200 Canyon Dr. Hollywood, CA 90068, Fax to 323-957-4526 or email it to camp.hollywoodland@lacity.org
2. If your application is selected, you will be contacted for an **in-person** interview. We do not do phone or skype interviews. The interview process could include up to 3 interviews. An interview does not guarantee a position.
3. The last day to apply for a summer 2017 Activity Leader position is April 21, 2017. Though April 21, 2017 is the last day we will be accepting applications we begin accepting applications December 1, 2016. There are limited numbers of openings, the earlier you apply the more likely an interview will be given.
4. If you are selected to be an Activity Leader you must fill out an official City of Los Angeles hiring application, get a TB test and be fingerprinted at an official City of Los Angeles fingerprinting facility.
5. Once selected to be an Activity Leader you will need to be certified in infant, child and adult CPR, First Aid and AED by the American Heart Association. Classes must be completed in 2017.

Training

Our first mandatory staff meeting is Friday May 19, 2017. Our mandatory in-service training June 5-10, 2017. The High Ropes Course and Climbing Wall training will be May 19-21, 2017 All dates are mandatory.

Salary

- \$12.50 an hour; hours vary weekly (usually 15-30 hours/wk) depending on program needs.



Job Description:

Knowledge, Skills, Abilities

- Ability to ensure the health, safety and well-being of all campers in your group
- Ability to relate to campers of different age groups in a positive manner
- Ability to create, plan and lead a variety of activities
- Ability to relate to and work with peers in a positive manner
- Ability to take direction from supervisors
- Ability to communicate with campers, coworkers and supervisors
- Ability to speak in front of groups both large and small, leading activity orientation, activities and all camp events.
- Ability to be punctual to camp and to activities
- Ability to follow all camps policies, procedures and rules
- Basic CPR, first aid and AED knowledge (must obtain certification before 6-6-16)
- Ability to recognize and respond to emotional, physical and personal needs.
- Ability to make appropriate decisions based on the training received when it comes to campers, parents and staff
- Ability to pass the certification training to run the climbing wall and high ropes course after the training.

Relationships:

The success of our camp program is dependent on the relationships staff build with our campers, parents and other staff members. It is expected that Activity Leaders, when interacting with others are respectful, encouraging, friendly and easy to talk to. It is important to help campers, parents and counselors feel at ease when using the climbing wall and high ropes course.

Physical Requirements of the job:

- Physical endurance to walk/hike long distances
- Physical ability to participate in activities some requiring prolonged standing, sitting, and bending
- Physical ability to participate in activities with campers such as; running, swimming, climbing and playing games
- Ability to lift 50 pounds
- Ability to work up to 50 feet in the air for extended periods of time.
- Comfort with exposure to animals including dogs, coyotes, mountain lions, bobcats, snakes, bugs, rabbits, and squirrels.
- In the presence of campers, ability and willingness to eat food provided by the camp kitchen
- Ability to pick up and move camper luggage



Activity Leader

Personal Information

Name: _____

Permanent Address: _____ City _____ State _____ Zip _____

Cell Phone (____) _____ Home Phone (____) _____

Email Address _____

Camp Experience

Have you ever been	How many years	Overnight or day camp	At what camp
A camper			
employee			

Education

Years	School	Major	Degree Granted

Employment Experience

Employer: _____ Position: _____

Supervisor Name: _____ Phone #: (____) _____

Dates Worked: _____ can we contact _____ Reason for Leaving _____

Job Description: _____

Employer: _____ Position: _____

Supervisor Name: _____ Phone #: (____) _____

Dates Worked: _____ can we contact _____ Reason for Leaving _____

Job Description: _____



Leadership skills

Please read and evaluate your experience in the following categories according to the scale below:

1. "I've done it"
2. "I've done it, I can try to lead it"
3. "I've done it, I've led it, I am ready to go."

Arts and Crafts

- ___ Camp Crafts
- ___ Painting
- ___ Drawing
- ___ Animation
- ___ Lanyards
- ___ Friendship bracelets
- ___ Tie-dye
- ___ Other

- ___ Archery
- ___ Swimming/ Diving
- ___ Water aerobics
- ___ Gymnastics
- ___ Synchronized swimming
- ___ Game Leading
- ___ High Ropes Course
- ___ Climbing wall

Nature

- ___ Hiking
- ___ Environmental awareness
- ___ Geo caching
- ___ Sciences
- ___ Astronomy
- ___ Biology
- ___ Outdoor cooking

Theater/drama/music

- ___ Improv
- ___ Acting
- ___ Play writing
- ___ Singing
- ___ Guitar

Dance/ exercise

- ___ Jazz
- ___ Ballet
- ___ Hip hop
- ___ Yoga
- ___ Pilates
- ___ Kickboxing
- ___ Karate/martial arts
- ___ Hula hooping
- ___ Zumba
- ___ Line dancing
- ___ swing dance

Misc.

- ___ Make-up/beauty/hairstyling
- ___ Color Guard
- ___ Cheerleading
- ___ Newspaper production
- ___ Creative writing
- ___ Poetry
- ___ Puppetry
- ___ Baking/cooking
- ___ Drill team
- ___ Sign language
- ___ Fashion Design
- ___ other _____

Sports/games

- ___ Basketball
- ___ Volleyball
- ___ Soccer

Has anyone at Camp Hollywoodland recommended you? If so, Whom?

How did you hear about the position?

Please list your participation in clubs or groups:

Please list any medical restrictions. How would they affect your performance at camp?



Why do you want to be a Activity Leader at Camp Hollywoodland?

What do you expect to gain from the Activity Leader experience?

How can you contribute to the program at Camp Hollywoodland?

First aid Certification: Type _____ Expiration Date: _____

CPR Certification: Type _____ Expiration Date: _____

Summer Dates Available:

From: _____ to _____

This is an application. It does not guarantee a position as a counselor.

Please return to: Camp Hollywoodland
3200 Canyon Dr.
Hollywood CA 90068
Fax : 323-957-4526
Email: camp.hollywoodland@lacity.org