



## **Description of Camp**

Griffith Park Boys Camp is located in the hills of Griffith Park, next door to the L.A. Zoo. Operated by the City of Los Angeles Department of Recreation and Parks, the camp first opened in 1926 and became an all boys camp in 1951. The facility includes 12 cabins (sleeping 10 people each), restrooms, showers, arts and crafts center, archery range, swimming pool, hiking trails, wilderness/outdoor program, campfire ring, sports field, climbing wall, challenge course, and a historic lodge and dining facility.

Activity Leaders arrive on Monday mornings and work a varying schedule based on program needs. The week is filled with theme-based activities and everyday camp activities which include swimming, crafts, games, outdoor cooking, archery 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.

Griffith Park Boys Camp provides overnight camping experiences and outdoor recreational programs for boys ages 7-17.

Griffith Park Boys Camp has provided Los Angeles with overnight camping experiences for more than 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 Activity Leaders 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, sound judgement, 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 Griffith Park

### **Camp Director's Message**

Griffith Park Boys Camp has been offering quality programs since 1926. Our most popular program is our overnight summer camp for boys. We also offer parent/child weekends, boy's break weekends, and winter camp. Each spring we hire up to 8 Activity Leaders, in addition to counselors, support staff for the kitchen and swimming pool to help run our programs.

Griffith Park Boys Camp is more than just a summer job. Every member of our staff is important to the success of our program. We are looking for individuals who have the ability to provide a fun, safe, friendly, encouraging environment for our campers.

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

Serving as an Activity Leader can be a very rewarding experience for both the Activity Leader and the campers. You will come away from camp 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 at Griffith Park Boys Camp. We look forward to receiving your application.

Sincerely,  
Sherri "Elmo" Lindsay  
Camp Director



## **Job: Activity Leader**

**Activity Leader Purpose:** A 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.

Being an Activity Leader means putting campers needs ahead of your own, being organized, timely and reliable with planning and leading activities, providing an emotionally and physical-ly safe cabin 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 with a variety of activities as needed.

### **Qualifications**

- Must be at least 18 years of age
- Must have High School Diploma or equivalent and preferably one 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 lbs.
- Have an enthusiastic and positive outlook
- Ability to accept supervision and guidance
- Good character, integrity, sound 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 ft. (in trees and on climbing walls) 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
- In accordance with the City’s Ordinance 187134, all future City employees must be fully vaccinated against COVID-19

### **General Responsibilities**

- Supervise children through activities
- Responsible for the general safety and wellbeing of campers
- Identify and meet campers needs
- Carry out and follow camp programs
- Provide a safe, friendly, loving, encouraging environment to campers and co-workers
- Camp runs from June 13, 2022 to August 12, 2022. Dates may vary depending on COVID protocols.
- Work on high ropes course, low ropes course, and climbing wall



## **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 (including constructive criticism)
- Ability to communicate appropriately with campers, co-workers and supervisors
- Ability to speak in front of groups both large and small, lead activity orientations, activities and all-camp events
- Ability to be punctual to camp and to all activities
- Ability to follow all camps policies, procedures and rules
- Basic CPR, First Aid and AED certification (must obtain certification before 6-12-22)
- Ability to recognize and respond to emotional, physical and personal needs of campers
- 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 campers 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
- Ability and willingness to work irregular hours
- 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



## Our Ideal Candidate

We are looking for people who have a sincere desire to work and live with children, people who are ready to work an irregular work schedule, people who are caring, nurturing and patient, people who are capable of leading activities, living in a group setting, 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: Griffith Park Boys Camp, 4730 Crystal Springs Road, Los Angeles, CA 90027 or email to: [gp.boyscamp@lacity.org](mailto:gp.boyscamp@lacity.org)
2. If your application is selected, you will be contacted for an interview. The interview process could include up to 3 interviews. An interview does not guarantee a position.
3. Applications will be accepted February 7, 2022– April 15, 2022 or until positions are filled.
4. If you are selected to be a camp 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 a camp 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 2022.

## Training

Our first mandatory staff meeting is Thursday, June 2, 2022. Our mandatory in-service training is June 13-17, 2022. The High Ropes Course and Climbing Wall training will be towards the end of May or beginning of June.

## Salary

\$17.00 an hour, hours vary weekly (usually 15-30 hours per week) depending on program needs. Meals and snacks provided while on duty.



## Activity Leader

### Personal Information

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

### Camp Experience

Have you ever been:	Number of years:	Overnight or day camp:	At what camp:
A camper			
A counselor			

### 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**

- \_\_\_ Leathercraft
- \_\_\_ Painting/drawing
- \_\_\_ Woodworking
- \_\_\_ Animation
- \_\_\_ Lanyards/paracord
- \_\_\_ Friendship bracelets
- \_\_\_ Tie-dye
- \_\_\_ Other

**Theater/Drama/Music**

- \_\_\_ Improv
- \_\_\_ Acting
- \_\_\_ Play writing
- \_\_\_ Singing
- \_\_\_ Guitar

**Sports/Games**

- \_\_\_ Basketball
- \_\_\_ Volleyball
- \_\_\_ Soccer
- \_\_\_ Archery
- \_\_\_ Swimming/Diving

- \_\_\_ Water aerobics
- \_\_\_ Gymnastics
- \_\_\_ Water polo
- \_\_\_ Game Leading

**Dance/ Exercise**

- \_\_\_ Jazz
- \_\_\_ Ballet
- \_\_\_ Hip hop
- \_\_\_ Yoga
- \_\_\_ Pilates
- \_\_\_ Kickboxing
- \_\_\_ Karate/martial arts
- \_\_\_ Hula hooping
- \_\_\_ Zumba
- \_\_\_ Line dancing
- \_\_\_ Swing dance

**Nature**

- \_\_\_ Hiking
- \_\_\_ Environmental awareness
- \_\_\_ Geo caching
- \_\_\_ Sciences
- \_\_\_ Astronomy

- \_\_\_ Biology
- \_\_\_ Outdoor cooking

**Adventure/Challenge**

- \_\_\_ Challenge/ropes course
- \_\_\_ climbing/rappelling

**Misc.**

- \_\_\_ Outdoor living skills
- \_\_\_ Orienteering
- \_\_\_ Cheerleading
- \_\_\_ Newspaper production
- \_\_\_ Creative writing
- \_\_\_ Poetry
- \_\_\_ Puppetry
- \_\_\_ Baking/cooking
- \_\_\_ Gardening
- \_\_\_ Sign language
- \_\_\_ Fashion Design
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_
- \_\_\_ Other \_\_\_\_\_

**For the following questions, please put some thought into them before answering. These questions will help us get to know you. The more you tell us, the better.**

1. Has anyone at Griffith Park Boys Camp recommended you? If so, whom? How do you know him/her?
  
2. How did you hear about the position?
  
3. Please list your participation in clubs or groups:

