

City of Los Angeles Department of Recreation and Parks

## **BALBOA SPORTS CENTER**

17015 Burbank Blvd. Encino, CA 91316

818-756-9642

Balboa.SportsCenter@lacity.org

# **RECREATION AIDE SUMMER CAMP COUNSELOR**

Available Hours: 0-35 hours a week

Description of Duties: Under the direction of Recreation Assistants and Camp Director: Duties include, but are not limited to, supervising children enrolled in summer camp. Preparation, Set-up, Clean- up of activities, leading activities and following schedules. Guiding campers and participating in all activities and field trips. Distribution of information and communication with parents. Any additional duties as needed for the effectiveness of the program. Candidates must be enthusiastic, energetic, creative and pro-active in managing the safety of children.

Hours: Monday thru Friday, 7:00am to 6:00pm  
Exact Schedule will vary weekly based on the needs of the program.  
\* Mandatory training JUNE 12 9AM-4PM & (both days)\*

Qualifications:

- Must be available to work 9 weeks of summer camp
- Ability to follow directions
- Experience working with children ages 5-15
- Must use sound judgment in problem solving, working with children, communicating with parents and dealing with the public
- Ability to supervise campers and engage with them
- CPR/FIRST AID Certified is a Plus (Proof will be required)
- Must be able to lift equipment up to 25 pounds

To Apply: Send email or Resume to the following:

Balboa Sports Center  
17015 Burbank Blvd.  
Encino, CA 91316

Email: [Balboa.SportsCenter@lacity.org](mailto:Balboa.SportsCenter@lacity.org)  
[Kathrynn.Penny@lacity.org](mailto:Kathrynn.Penny@lacity.org)

Subject: Summer Camp Counselor

Last Day to Apply: April 17, 2020

