

El Sereno Recreation Complex

Recreation Center: 4721 Klamath St. Los Angeles, CA 90032 / Office: (323) 225-3517

Senior Center: 4818 Klamath Pl. Los Angeles, CA 90032 / Office: (323) 222-2040

Richard Alatorre Pool: 4721 Klamath St. Los Angeles, CA 90032 / Office: (323) 276-3042

Email: Elsereno.recreationcenter@lacity.org

RECREATION ASSISTANT (Camp Counselor)

AVAILABLE HOURS: Hours vary. Must be available to work 0-5 hours per week, Monday-Friday, 7:00 a.m.-6:00 p.m., June through August 2020, and all field trip days.

DESCRIPTION OF DUTIES: Must have a minimum of 2 years leading youth in camp or similar setting. A Recreation Assistant is responsible for planning, implementing, leading and supervising daily camp activities and working directly with the Recreation Coordinator and Senior Recreation Director. Attend all planned program trainings and meetings; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; provide a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures. Recreation Assistant must demonstrate effective leadership and programming abilities; enable youth in developing positive skills; providing a safe, inclusive environment and camp experience. Recreation Assistant must have experience working with children with disabilities.

POOL, WATER & SAFETY DUTIES: Recreation Assistants visit the pool, water parks and beach with campers, and are required to enter water to safely supervise and engage campers; participate with campers in outdoor physical activities; stand and walk for periods of 4-10 hours; lift 10-15 pounds; employ safety methods as required by Recreation & Parks standards.

QUALIFICATIONS: Recreation Assistant must provide a current resume with references, and a sample week lesson plan. Recreation Assistant must be able to work June through August, and attend all mandatory trainings in May and June (specific dates and times TBA). Recreation Assistant must have prior experience with camp activities and working with children ages 5-12; ability to work effectively and positively with people; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual, dependable, and participate effectively with other staff in implementing camp activities. Camp Counselor must be able to operate with daily exposure to the sun, heat and varying weather.

TO APPLY PLEASE EMAIL RESUME TO:

Juan Guzman, Senior Recreation Director

Juan.l.guzman@lacity.org

Office: 323-225-3517

LAST DAY TO APPLY: Thursday, March 5th, 2020