

City of Los Angeles Department of Recreation and Parks
Encino Community Center
4935 Balboa Blvd., Encino, CA 91316
Phone: (818) 995-1690 * **Email:** encino.communitycenter@lacity.org

Recreation Assistant **(Assistant Camp Director)**

Job Description:

Assistant Camp Director initially responsible of a Day Camp and Sports Camp Program consisting of approximately 160-195 children, 25 staff, and 20 CIT'S (counselors in training).

Description of Duties/Responsibilities:

The Assistant Camp Director assists the Camp Director in all aspects of camp including the supervision, safety, and happiness of the campers and staff. The assistant director will provide a professional and enthusiastic environment in which assistant directors, counselors, counselors-in-training (CITs), leaders and specialists will work in. The assistant director is responsible for the scheduling and implementation of all daily activities and special events. The assistant director's goal is to assist the camp director in providing a professional and enthusiastic environment for staff to work in and children to attend.

The assistant camp director will be responsible for working with the director in producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, and withstand daily exposure to the sun, heat, and cold weather.

Position Requirements:

- ✓ Prior experience in a lead position supervising staff and children in a camp environment is desirable.
- ✓ Must attend/conduct a mandatory orientation for new staff, 1 training session for CITs and a combined training for all camp staff and CITs. Dates will be held between; May 30 - June 13, 2020.
- ✓ The ability to swim is desirable.

Available Days / Hours:

40 hours or less per week, Monday-Friday and a few weekends for training and program preparations. Hours will vary daily/weekly depending on enrollment and pre-program planning needs.

Required Availability:

- May 1 - June 14, 2020 (must be available for pre-program planning and pre-camp staff/CIT trainings)
- June 15 - August 14, 2020 (must be available Monday-Friday between the hours of 7:30am-6:00pm)

To Apply: Send resumes to or apply with: **Cynthia Dib** c/o

Encino Community Center
4935 Balboa Blvd.
Encino, CA 91316

E-mail: cynthia.dib@lacity.org / **Phone:** (818) 995-1690 office

Last Day to Apply: April 15, 2020 until position is filled.