

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 **(Senior Camp Counselor)**

Job Description:

The Senior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CIT's, and Campers. Senior Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to the JC and CIT's assigned to their group. Senior Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

Description of Duties/Responsibilities:

Candidates will be responsible for supervising, 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, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

Position Requirements:

- ✓ Must be certified in CPR & First Aid (proof of certification must be submitted by Friday, June 5, 2020).
- ✓ Must attend required staff orientation and training day held (see dates below).
- ✓ Must have the ability to swim and prepared to actively swim & supervise children in a pool when needed and on water park field trips.

Available Days/Hours: (12 positions available)

40 hours or less per week, Monday-Friday. Hours will vary daily/weekly depending on enrollment.

Required Availability:

- June 15-August 14, 2020 (must be available Monday-Friday between the hours of 7:30am-6:00pm)
- June 11th, Mandatory Staff Orientation
- June 15th, Mandatory All Staff Training

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: Tuesday, March 17, 2020 until positions are filled.