

City of Los Angeles
Department of Recreation & Parks

**EXPO CENTER
SUMMER CAMPS**

3980 South Bill Robertson Lane

Los Angeles, CA 90037

Office: 213.763.0114 ext. 227/228, Fax: 213.763.3117



RECREATION ASSISTANT / SUMMER CAMP COUNSELOR

CAMPS OPERATIONS: Camp hours are from 7:30a.m.-6:00p.m., Monday-Friday, excluding city holidays. Summer Camp programs are for approximately eight (8) weeks.

CAMP PROGRAMS: The Day Camp and Teen Camp program is designed for youth ages 6-10 years Tween Camp is designed for ages 11-12years old and Teen Camp is designed for ages of 13-17 years. Leading and/or teaching various classes such as music, science, technology, engineering and mathematics, cooking and sports. Activities vary by day and include, but are not limited to; arts and crafts, swimming, sports, physical activity, STEM, music, drama and a weekly field trip.

AVAILABLE HOURS: Hours vary. Approximately 0-30 hours per week, based on weekly schedule, shift availability and camper enrollment. Candidates must be available to work June 15, 2020- August 7, 2020 and must be able to attend pre-camp trainings (in entirety), CPR trainings and must be CPR certified.

AVAILABILITY: A Camp Counselor **MUST** be available the entire length of the summer, June 15- August 07, 2020. Vacations and/or days off request longer than two consecutive days will not be given. Must be available to attend the following meetings:

General Camp Meeting: Wednesday, February 5, 2020 from 6:30pm-8:30pm

Final Camp Meeting: Saturday, June 07, 2020 from 8:30am-12:00pm

Must attend two of the following:

Camp Workshop 1: Saturday, March 14, 2020 from 8:30am-12:00pm

Camp Workshop 2: Saturday, April 12, 2020 from 8:30am-12:00pm

Camp Workshop 3: Saturday, May 10, 2020 from 8:30am-12:00pm

DESCRIPTION OF DUTIES: A Summer Camp Counselor will be required to be flexible to work for all camps: Day and Teens. You will be responsible for planning, implementing, leading and supervising daily camp activities and working directly with the Recreation Coordinator. A Summer Camp Counselor must be able to handle positive contact with participants, patrons and all full-time and part-time staff. Must serve as a positive role model for children by displaying appropriate dress, speech, work ethic and attitude. Ensure that all rooms/ areas are clean, organized and safe. Counselors should have the ability to follow directions, but take initiative when necessary. Other duties assigned by your supervisor.

DUTIES INCLUDE BUT ARE NOT LIMITED TO: Attending all planned program trainings and meetings; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures. Camp Counselor must assist in mentoring summer interns in a positive and constructive role. Summer Camp Counselor must demonstrate effective leadership and programming abilities; enable youth in developing positive skills; providing a safe, inclusive environment and camp experience. Camp Counselors are responsible for the well-being of a group of campers, under the guidance of the Recreation Coordinator. Lifting between 5-20 lbs is required to conduct physical activities, room set-ups and assist in any other program activity which requires lifting.

POOL AND SAFETY DUTIES: Summer Camp Counselors visit the pool 2-4 days a week with campers, and are required to enter pool to safely engage and supervise campers; participate with campers in outdoor physical activities such as drills and games; stand and walk for periods of 4-10 hours; lift 5-20 pounds; exposed to the sun/heat for periods of 4-10 hours and be able to respond to emergency situations in a timely manner.

QUALIFICATIONS: *Must be 18yrs or over to apply.* Camp Counselors must have knowledge of camp activities, outdoor nature activities, swimming, song leading, sports, fitness, technology and drama are all prerequisites; ability to work effectively and positively with people; experience in the development and delivery of programs and activities for a camp population of 100 or more; excellent writing skills and communication skills; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual, take initiative, be dependable, participate effectively with other staff in implementing fun and creative camp activities. Camp Counselor must be able to: multi-task, work under minimal supervision and instruction. Must be able to problem-solve, have a flexible work schedule and do any other duties, as needed. Camp Counselor must be able to operate with daily exposure to the sun, heat and varying weather. This position requires physical endurance including standing, some bending, stooping and stretching and lifting 50 lbs. Knowledge in Microsoft Word, Excel, Publisher, is desired. Bilingual, is desired.

Reports To:

Mireya Garcia, Recreation Director
Micha Mims, Recreation Coordinator

LAST DAY TO APPLY: **Tuesday, February 25, 2020** or until filled.