



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## **LANARK RECREATION CENTER**

21816 Lanark St.  
Canoga Park, CA 91304  
(818) 883-1503



### **Recreation Assistant - Camp Director**

**Hours:** Must be available 7:30am-6:00pm; Monday-Friday

**Description of Duties:** In the absence of the Camp Director, the Assistant Camp Director will assume the responsibility of all Camp Director duties. The Assistant Director is initially responsible for the supervision, safety, and happiness of the campers. The Assistant Director is responsible for the initial discipline of campers, counselors, and counselors in training (CIT's). Any questions, problems or concerns should first be addressed to and handled by the Assistant Director. The Assistant Camp Director will be responsible for the scheduling and implementation of all daily activities, and special events. Any questions or concerns regarding any programmed activities, schedules or special events should first be addressed to and handled by the Assistant Camp Director.

#### **Additional Requirements:**

- Must have a high school diploma.
- Must have experience working with youth.
- Ability to motivate youth and staff; and manage behavior problems.
- Ability to work with the general public.
- Ability to schedule and implement quality programs/activities for youth.
- Ability to organize and supervise youth and staff in a safe environment.
- Assist in or handle special assignments or other duties as deemed necessary or important by camp director.
- Arrive on time according to work schedule.
- Always carry yourself in and out of camp as a role model.
- Dress in appropriate work attire (includes camp staff shirt).
- Form meaningful relationships with youth, parents and staff regardless of their background.
- Must be certified or willing to get certification in CPR and First Aid.

**To Apply:** Send resume to or apply with:

Jeremy Aldridge  
**Lanark Recreation Center**  
21816 Lanark St. Canoga Park, CA 91304  
(818) 883-1503  
Email: [Jeremy.aldridge@lacity.org](mailto:Jeremy.aldridge@lacity.org)

**Last Day to Apply:** Until position is filled.