



City Of Los Angeles • Department of Recreation & Parks

MASON RECREATION CENTER

10500 Mason Ave

Chatsworth, CA 91311

(818) 341-9439 • mason.recreationcenter@lacity.org

Summer Day Camp Director (Seasonal)

Available Hours: Must be available Monday June 9th through – August 8th 2025, as early as 7:00 a.m. until 7:00 p.m. at the latest. Seasonal position (30-40 hours) may vary depending on the needs of the program. Must be available all 9 weeks of camp.

Job Description: Camp Director will work closely with Director-In-Charge and Rec. Coordinator to plan, schedule, and implement summer day camp program. Will be responsible for training and supervising camp counselors and camp staff. In charge of day-to-day operations including sports, general camp games, songs, science, cooking, special theme activities and crafts.

Duties Performed:

- Ensure all safety protocols are followed.
- Adhere to City and departmental policies and procedures; perform related duties as required.
- Must have reliable transportation. Must show up on time and be prepared.
- Train and supervise camp staff.
- Plan, schedule and implement camp rotations and activities.
- Communicate with parents/guardians regarding any behavioral or other issues.
- Participate in camp activities.
- Set-up, break-down, & sanitize areas and equipment. May include lifting and setting up canopies, tables, water coolers, camp games and activities for campers.
- Oversee the execution of special events, scavenger hunts and activities.

Qualifications:

- Exercise good judgment, courtesy, and tact with children, parents/guardians, staff and public.
- Establish and maintain effective working relationships with parents, the public, and coworkers.
- Communicate clearly and concisely, both orally and in writing. Respond in a timely manner to emails and staff forms.
- Strong organizational skills.
- Supervise camp staff and children in a variety of programs and special events.
- Must be physically able to participate in camp activities; will be exposed to sun, heat, grass, water, etc.

Experience and Education:

- Prefer at least one year of experience as camp director or lead camp counselor

To Apply: Send Resume to:

Dara Tabibian
Mason Recreation Center
10500 Mason Ave. Chatsworth, CA 91311
(818) 998-6377
dara.tabibian@lacity.org

Last Day to Apply:

April 10th, 2025