

City of Los Angeles • Department of Recreation and Parks

Ramona Hall Community Center

4580 N. Figueroa St, Los Angeles, CA 90065 / Office: (323) 276-3021

**RECREATION ASSISTANT**

**(Summer Camp Counselor)**

**AVAILABLE HOURS**

Available to work up to 20 hours per week, Monday- Friday, 7:00 a.m.-5:45 p.m.

**DESCRIPTION OF DUTIES**

- Greet parents and youth during check in and/or check out
- Assist Group Leader – in facilitating and supervising recreational activities in a after school /camp setting, tasks including, but are not limited to
  - Assist in the organization of individual and group activities, while being creative and energetic
  - Assist in supervising a group of 10-12 children
  - Assist in leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Assistant, Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for prolonged periods of time.
- Follow ALL COVID protocols, including, but are not limited to getting weekly COVID testing and wearing a face covering/mask and gloves at all times during work shifts.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**QUALIFICATIONS**

- Experience volunteering or working with a group of 10-12 children, ages 6-12 years old, in after school or camp environment is preferred.
- Ability to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all camp activities including movements such as walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Willingness and ability to follow directions, be on time, and reliable.
- Candidates available all 9 weeks of camp are preferred.

**TO APPLY PLEASE EMAIL RESUME TO:**

Rick Swanson, Facility Director

Rick.swanson@lacity.org

Office: 323-276-3021

**LAST DAY TO APPLY: April 29, 2022**