CITY OF LOS ANGELES-DEPARTMENT OF RECREATION AND PARKS
MONTECITO HEIGHTS RECREATION CENTER
4545 Homer Street, Los Angeles, CA 90031
Ph. #213-485-5148

RECREATION ASSISTANT
Day Camp Counselor

NUMBER OF POSITIONS AVAILABLE
2

WEEKLY AVAILABLE HOURS
0-20 hours; Various shifts Monday-Friday, 7:30am-6:30pm

Description of Duties
Day Camp Counselors supervise and provide a safe and nurturing environment for the children in their assigned groups. Duties and responsibilities include but not limited to:
- Greeting parents and youth during checking and check out.
- Group leader- facilitating and supervising recreational activities in a day camp setting.
- Supervising a group of 10-12 children.
- Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts.
- Setting up, breaking down, and cleaning/sanitizing equipment to be used for activities.
- Assisting with serving of lunch and preparing of snacks.
- Attending to any individual needs of the youth, e.g. restroom use or minor injury.
- Supporting the Recreation Coordinator/Director in establishing rules and emergency procedures.
- Following directions assigned by the Recreation Coordinator/Director in charge.

Some of these duties will be performed outdoors with a long period of exposure to the sun and all counselors are required to wear a face covering/mask and gloves at all times during work shift.

Qualifications
- Must have experience working with a group of 10-12 children, ages 6-14 years old.
- Must be able to actively lead children and work independently, as well as collaboratively.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, etc.
- Must be able to participate in camp activities, including walking, kneeling and standing for long periods at a time and carrying at least 20 lbs.
- Must be able to follow direction, be on time, and reliable.
- Must be able to function without cell phone use for extended period of times.
- Must be available all 9 weeks of camp.

To Apply
Please contact: Adrian Morales, Recreation Facility Director
Montecito Heights Recreation Center
4545 Homer St. Los Angeles, CA 90031
Ph. 213-485-5148     E-mail adrian.morales@lacity.org

Last Day to Apply  May 26, 2021