CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
State Street Recreation Center
716 N State Street Los Angeles Ca 90033

RECREATION ASSISTANT
DAY CAMP COUNSELOR

Available Hours: Up to 20 hours per week
June 14 thru August 13
Monday-Friday, 7:00 am-10 a.m. shifts can vary; Must be available all 9 weeks

Job Description: Seeking motivated candidates who will work as a Camp Counselor mainly outdoors.

Responsibilities:
- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting.
- Including, but are not limited to, organizing individual and group activities, while being creative and energetic
- Supervising a group of 10-12 children
- 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
- 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 Coordinator and/or Director in establishing rules and emergency procedures with youth
- Must agree to weekly COVID testing and the following of ALL COVID protocols
- Must wear a face covering/mask and gloves at all times during work shift
- Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands

Qualifications:
- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment
- 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 walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs
- Ability to have exposure to the sun
- Must be able to follow directions, be on time, and reliable
- Certified or willing to be CPR & First Aid certified

Email resume to: Jacqueline.Chilin@lacity.org

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