

**HARBOR CITY RECREATION CENTER**

24901 Frampton Avenue, Harbor City, CA 90710 • (310) 548-7729

**RECREATION ASSISTANT**

Day Camp Counselor

Summer 2021

**Available Hours**

0-20 hours per week; various shifts Monday-Friday, 7:00 a.m. - 1:00 p.m. or 12:30 p.m. - 6:30 p.m. (6 hours); June 14 thru August 13; hours are not guaranteed and based on weekly enrollment

**Job Description / Duties**

- 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.
- 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 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 a 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 assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment is preferred.
- Must be able 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.
- Must be able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of camp.

**To Apply**

Send resume to: Cheryl.Gray@lacity.org

Last Day to Apply: July 7, 2021