

## Encino Community Center

4935 Balboa Blvd., Encino, CA 91316

Phone: (818) 995-1690 \* Email: [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org)

### RECREATION ASSISTANT SENIOR CAMP COUNSELOR

(12 Positions)

**Hours Available:** Monday-Friday, 7:30am-6:00pm; Up to 40 hours per week

#### JOB DESCRIPTION:

The Senior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CIT's, and Campers. Senior Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to the JC and CIT's assigned to their group. Senior Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

#### DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Candidates will be responsible for supervising, producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

#### POSITION REQUIREMENTS:

- ✓ Certified in CPR & First Aid (proof of certification must be submitted by Thursday, June 9, 2022).
- ✓ Attend required staff orientation and training day held (see dates below).
- ✓ Adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Have the ability to swim and be prepared to actively swim & supervise children in a pool and/or water park field trips.

#### PREFERRED AVAILABILITY:

- **June 13 - August 12, 2022**, Camp Program (Candidates available Monday-Friday between 7:30am-6:00pm preferred)
- **June 4, 2022**, Mandatory Staff Orientation/Training (date subject to change)

#### TO APPLY:

Send Resume to:

**Cynthia Dib** c/o

Encino Community Center

4935 Balboa Blvd.

Encino, CA 91316

[cynthia.dib@lacity.org](mailto:cynthia.dib@lacity.org) / (818) 995-1690

#### LAST DAY TO APPLY:

**March 11, 2022**