

ALGIN SUTTON RECREATION CENTER

8800 South Hoover Street, Los Angeles, CA 90044
(323) 753-5808

RECREATION ASSISTANT: CAMP COUNSELOR

AVAILABLE HOURS: UP TO 39 HOURS A WEEK

JOB DESCRIPTION:

Counselors will be expected to properly supervise participants enrolled in the program while following all safety measures and protocols. Duties include setting up, preparing, cleaning, sanitizing supplies and implementing of activities. Counselors participate in all activities. Additional responsibilities not listed may be needed for the effectiveness of the program.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Teach various sports to various youth ages
- Prepare lesson plans
- Help patrons on RecTrac and taking registration
- Set up/Take Down supplies for clinics
- Have clear communication with patrons and staff at the facility
- Be prompt

QUALIFICATIONS:

- Utilizes quality customer service skills and techniques and effective communication skills (orally and in writing).
- Experience working with children 5-16 years old in the recreation setting
- Must be 18 years or older
- Ability to supervise campers and engage in all camp activities
- Establishes and maintains effective working relationships with the public, staff and other agencies
- Exercise good judgment, courtesy, and tact with staff and public
- Ability to move, carry and setup sports equipment, games, crafts, and other supplies needed for programming
- Enthusiastic, responsible, reliable, professional, displays good judgement and the ability to inspire and motivate campers. Be on time and ready to work
- Must be able to show proof of Vaccination status

PHYSICAL REQUIREMENTS:

- This position requires the ability to set up and take down program/activity equipment and other related materials.
- Active participation in all aspects of the program may include the ability to stand, walk, stoop, kneel, crouch, and/or reach for extended periods of time.
- Ability to lift, push, pull, carry a minimum of 25 lbs.

Email your resume with the subject line RESUME Summer Camp Counselor to:

sheka.stocker@lacity.org

Due Date: April 28, 2022