

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
LAFAYETTE COMMUNITY CENTER
625 S. LAFAYETTE PARK PLACE, LOS ANGELES, CA, 90057
Ph. # (213)384-0562

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

8

HOURS AVAILABLE

7:30AM-1:00PM

1:00PM-6:00PM

WEEKLY HOURS AVAILABLE

0 TO 20 HOURS PER WEEK

Description of Duties: Seeking enthusiastic, patient, and fun candidates who will work as a Camp Counselor with majority of activities being held outside. Expected to be comfortable supervising groups of 10- 12 campers ranging from ages 6-14. Must be willing and able to help set up and clean up before and after activities.

Qualifications: Experience with supervising a group of 10 -12 children. Able to lead ongoing activities and follow clear instructions. Must be CPR & First Aid certified by the first day of camp. Bilingual candidates preferred.

TO APPLY, PLEASE CONTACT

Matthew Ramirez, Facility Director

Lafayette Community Center

625 S. Lafayette Park Place

Los Angeles, Ca, 90057

E-mail: Lafayette.communitycenter@lacity.org

LAST DAY TO APPLY

MAY 4, 2022

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
Recreation Assistant - Day Camp Counselor

Available Hours:

0-20 hours per week

June 13 thru August 12

Various shifts Monday-Friday, 7:00 am-1:00 pm or 1:00pm- 6:00 pm

Responsibilities:

1. Greeting parents and youth during check in and/or check out.
2. Group leader - facilitating and supervising recreational activities in a day camp setting.
3. Organizing individual and group activities, while being creative and energetic.
4. Supervising a group of 10-12 children.
5. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes.
6. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
7. Will assist with the serving of lunch and preparation/serving of snack.
8. Attending to any individual needs of the youth ex: restroom use, injuries.
9. Must be able to function without a cell phone for extended periods of time.
10. Supporting the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
11. Expected to be available all 9 weeks of camp.
12. Must agree to weekly COVID testing and the following of ALL COVID protocols.
13. Must wear a face covering/mask and gloves at all times during work shift.
14. Other assigned duties as assigned by Recreation Coordinator and/or Director
ex: preparation of crafts, office work, errands.

Qualifications:

1. Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
2. Ability to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Must be willing and able to follow directions, be on time, and reliable.
7. Must be CPR & First Aid certified by the first day of camp.