

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS  
**Van Ness Recreation Center**  
**5720 2<sup>nd</sup> Avenue Los Angeles, CA 90043**  
Recreation Assistant - Day Camp Counselor  
**Summer 2022**

NUMBER OF POSITIONS AVAILABLE

1-4

**Available Hours:**

- 0-30 hours per week
- June 13 thru August 13
- Various shifts Monday-Friday, ex: 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs) Hours are not guaranteed and based on weekly enrollment. **Preferred availability all 9 weeks of camp.**

**Job Description:** Seeking motivated candidates who will work as a Camp, sports and/or creative arts counselor; primarily outdoors.

**Responsibilities:**

1. Greeting parents and youth during check in and/or check out.
2. Group leader - facilitate and supervise 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 and create a weekly curriculum.
5. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, age appropriate songs and hikes.
6. Running various sports 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. Must agree to weekly COVID testing and the following of ALL COVID protocols.
12. Must wear a face covering/mask during work shift.
13. Other assigned duties as assigned by Recreation Coordinator and/or Director rex: 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. Physically able to participate in all camp activities including actions such as walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Willingness and ability to follow directions, be on time, and reliable.
7. Expected to be fully vaccinated against novel coronavirus.

**To Apply:**

**Send resume to:** [vanness.recreationcenter@lacity.org](mailto:vanness.recreationcenter@lacity.org) (not all resumes will receive a response)

**Last Day to Apply: May 8, 2022**

**22-140 (04242022id)**