

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

*Evergreen Recreation Center*

[Evergreen.recreationcenter@lacity.org](mailto:Evergreen.recreationcenter@lacity.org)

Recreation Assistant - Day Camp Counselor

**Available Hours:**

0-20 hours per week (Hours can vary depending in need of facility)

June 13 thru August 12 - Various shifts Monday-Friday, 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs)

**Job Description:** Seeking motivated candidates who will work as a Camp Counselor mainly 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.
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. Preferred availability all 9 weeks of camp.
12. Must agree to 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 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. Must be able 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 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. Must be CPR & First Aid certified by the first day of camp.
8. Must be fully vaccinated.

**To Apply:**

Send resumes to:

[Leticia.Lopez@lacity.org](mailto:Leticia.Lopez@lacity.org)

2844 E. 2<sup>nd</sup> St

Los Angeles, CA 90033

**Last Day to Apply:**

May 8, 2022