

**Winnetka Recreation Center**

8401 Winnetka Avenue, Winnetka, CA 91306 • (818) 756-7876

**RECREATION ASSISTANT**  
Day Camp Counselor/Sports assistant

**Available Hours**

Fall-Spring: 0-20 hours per week, Summer: 10-20 hours per week., Various shifts Monday-Friday, 8:30 a.m. – 12:30 p.m., 12:00 p.m. - 5:30 p.m. or 6:00 pm – 10:00 p.m.; Hours are not guaranteed and based on enrollment

**Job Description / Duties**

Seeking motivated candidates who will work as a Camp Counselor and Recreation Assistant to assist the director/coordinator with facility programming, including but not limited to:

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
  - organizing individual and group activities, while being creative and energetic
  - supervising a group of 10-12 children
  - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Follow ALL COVID protocols, including, but are not limited to getting weekly COVID testing and wearing a face covering/mask and gloves at all times during work shifts.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-13 years old, in a camp environment is preferred.
- Must be able to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of camp.
- CPR & First Aid certified desired.
- Knowledge of basic sports rules for basketball, baseball, volleyball, soccer and flag football.
- Able to teach fundamentals to youth for sports mentioned above.
- Ability to conduct an evaluation, implement a draft and separate youth to balanced teams.

**To Apply**

Send resume to: [runako.ellis@lacity.org](mailto:runako.ellis@lacity.org)  
Attn: Runako Ellis, Facility Director

Last Day to Apply: July 16, 2022