

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
CHATSWORTH RECREATION CENTER 22360 DEVONSHIRE ST, CHATSWORTH, CA,  
91311**

**Ph. # (818) 341-6595**

**RECREATION ASSISTANT**

**NUMBER OF POSITIONS AVAILABLE**

**HOURS AVAILABLE**

**2pm-8m 9am-5pm**

**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 the majority of activities being held outside. Must be comfortable supervising groups of 10-12 campers ranging from ages 6-14. Must be able to help set up and clean up before and after activities.

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

**TO APPLY, PLEASE CONTACT  
Matthew Ramirez, Facility Director  
Chatsworth Recreation Center  
22360 Devonshire  
Chatsworth, CA, 91311  
E-mail:  
matthew.ramirez@lacity.org**

**LAST DAY TO APPLY  
September 9, 2022 (extended)**

**CITY OF LOS ANGELES  
DEPARTMENT OF  
RECREATION AND PARKS**

**Recreation Assistant - After School, Sports, Camps**

**Available Hours: 0-20 hours per week**

**Various shifts: Monday-Friday 2pm-8pm Saturday 9am-5 pm**

**Job Description: Seeking motivated candidates who will work with school age children in various park programs and sports leagues.**

**Responsibilities:**

1. Greet parents and youth during check in and/or check out
2. Group leader - facilitate and supervise recreational activities in a day camp setting.
3. Including, but are not limited to, organizing individual and group activities, while being
4. creative and energetic
5. Supervising a group of 10-12 children
6. Leading children in creative activities, including indoor and outdoor games, sports, special
7. events, arts and crafts, and hikes.
8. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables,
9. water coolers, and all games and activities.
10. Will assist with the serving of lunch and preparation/serving of snack.
11. Attend to any individual needs of the youth ex: restroom use, injuries.
12. Must be able to function without a cell phone for extended periods of time.
13. Support the Recreation Coordinator and/or Director in establishing rules and emergency
14. procedures with youth.
15. Must be available all 9 weeks of camp.
16. Must agree to weekly COVID testing and the following of ALL COVID protocols.
17. Must wear a face covering/mask and gloves at all times during work shift.
18. Other assigned duties as assigned by Recreation Coordinator and/or Director rex:
19. 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. Ability 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 able to follow directions, be on time, and reliable.
7. CPR & First Aid certified by the first day of camp preferred.