

City of Los Angeles Department of Recreation and Parks
Westwood Recreation Center
1350 S. Sepulveda Blvd, Los Angeles, CA 90025
310-473-3610 office
Jason.Liss@lacity.org

RECREATION ASSISTANT: SEASONAL CAMP DIRECTOR

Positions: 1

Available Hours: Must be available Monday thru Friday, 7:00am to 6:30pm. The hours may vary depending on the needs of the program. Summer and Winter Sessions

Job Description: Day Camp Director will create activities and lead the camp. Day Camp Director will work with the park director on the bus requests, field trip ideas, sign in sheets, staff schedules, forming the groups, and much more. They will be the face to face with the parents and children alike.

Duties Performed:

- Create and implement themed activities throughout camp
- Get sign in and sign out sheets ready daily
- Set up the morning circle
- Set up the snacks
- Adheres to city and departmental policies and procedures
- Follow all health and safety protocols
- Show up on time and prepared

Qualifications:

- Exercise good judgment, courtesy, and tact with children, parents, and staff
- Supervise all camp staff and children
- Communicate clearly and concise, orally and in writing
- Establish and maintain effective working relationships with staff, children and parents
- Utilize quality customer service skills and techniques
- Ability to participate in camp activities and have exposure to sun
- Must be able to be ok wearing a swimsuit at water parks and pools

Experience and Education:

- Experience working with children
- Experience in group child care setting
- Experience in working in a day camp

Last day to apply is February 4, 2023

To Apply: Email resume to: Jason.Liss@LACITY.org