

ALGIN SUTTON RECREATION CENTER

8800 S. Hoover Street
Los Angeles, CA 90044
(323) 753-5808

Recreation Assistant – Summer Camp

Available Hours: Must be available to work June 12th through August 11th, Monday through Friday, 10- 35 hours per week. Must be available for camp.

Description of Duties: Must be able to work at an inner city facility and work with at-risk youth; be able to deal well with the outside elements. Must be able to use good judgment, follow city protocol and policy. Must be very dependable, proactive and require minimum supervision. Must have a background in a variety of sports, such as basketball, baseball/softball, soccer, flag football, tennis, volleyball, and must be able to demonstrate the basic fundamental skills, in a positive atmosphere. Ability to lift (10 lbs to 15 lbs) required equipment for each sport and activity set up and clean up. Must have common knowledge of camp games, camp songs, activities, crafts etc. Expected to plan, prepare and execute activities. Must be able to communicate with parents, campers and staff in a professional manner. Must be computer literate. Must be able to supervise campers at facility, and on trips. Observe camper behaviors, assess appropriateness based on camp rules and policies, enforce appropriate safety regulations and emergency procedures and apply appropriate behavior management techniques. Set a good example for campers in all areas, including cleanliness, punctuality, rules and sportsmanship.

Hours: Will depend on number of campers. Possible schedules (7AM-9AM, 9AM- 3PM, 3PM-6PM) Field trip days range from 8am-6pm. This camp runs for 9 weeks and no vacation time during this camp will be approved.

Qualifications

- At least 18 years of age
- High School Diploma or equivalent
- Valid California Driver's License
- Experience of 3-5 years working with children ages 5-13 preferred
- Ability to relate to ones peer group and children
- Ability to identify and put campers needs first
- Flexibility and ability to accept supervision and guidance
- Present a neat and professional appearance
- Initiative and ability to teach and assist in teaching activities and life skill
- Possess a working knowledge of and be able to physically demonstrate skills of each sport and working knowledge of camp activities, games,
- Good character, integrity, judgment and adaptability
- Enthusiasm, sense of humor, patience, positive outlook and self-control.
- Current CPR and First Aid certification from the American Heart Association preferred
- Good judgment and decision-making skills
- At least one hobby to mainstream into the camp way of life
- Ability to work as part of a team
- Develop fun and positive relationships with camper and co-workers

- Desire and ability to live and work in a community environment
- Ability to speak and perform in front of large groups
- Ability to accept supervision and guidance
- Ability to supervise children in an all-day environment and on field trips
- Unlimited potential for acting silly and creating a fun and safe environment.
- Have a strong desire to make a positive difference in a child's life
- Excellent communication skills; ability to communicate and work in a community environment
- Poses critical thinking skills and techniques to be applied in situations that may arise with campers.
- Must be willing to physically participate in any and all activities

General Responsibilities

- To identify, supervise and meet camper needs in an all day and field trip environment
- Responsible for the general wellbeing of campers
- To carry out camp program; plan and lead a variety of activities
- To have fun, learn new skills, and grow as a person – alongside your camper
- To take an active role in the overall operation of a safe and fun camp environment
- To follow camp policies and procedures
- Provide a safe, friendly, encouraging environment to campers and co-workers
- Ensure the health, safety and well-being of all campers
- Basic CPR, first aid and AED knowledge
- More specific responsibilities will be discussed during interview and staff training
- Camp runs from early June through late August

To Apply: Send resume to:

De Anna Tunstalle

Email: Alginsutton.recreationcenter@lacity.org

Subject: **Algin Sutton RC Summer Camp Hiring**

Last Day to Apply: March 3, 2023.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:
https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf