

Encino Community Center

4935 Balboa Blvd., Encino, CA 91316

Phone: (818) 995-1690 * Email: encino.communitycenter@lacity.org

RECREATION ASSISTANT SENIOR CAMP COUNSELOR

(12 Positions)

Hours Available: Monday-Friday, 7:30am-6:00pm; 10 to 40 hours per week

JOB DESCRIPTION:

The Senior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CIT's, and Campers. Senior Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to the JC and CIT's assigned to their group. Senior Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Candidates will be responsible for supervising, producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

POSITION REQUIREMENTS:

- ✓ Must be certified in CPR & First Aid (proof of certification must be submitted by Friday, June 9, 2022).
- ✓ Must attend required staff orientation and training day held (see dates below).
- ✓ Must adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Must have the ability to swim and be prepared to actively swim & supervise children in a pool and/or water park field trips.

REQUIRED AVAILABILITY:

- **June 12 - August 11, 2023**, Camp Program (must be available Monday-Friday between 7:30am-6:00pm)
- **June 3, 2023**, Mandatory Staff Orientation/Training (date subject to change)

TO APPLY:

Send Resume to:

Christian Lutz c/o

Encino Community Center

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LAST DAY TO APPLY:

March 9, 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-](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

[0921_ord_187134_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)