

City of Los Angeles Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd. Encino, CA 91316
818-756-9642
Balboa.SportsCenter@lacity.org

RECREATION ASSISTANT (SUMMER DAY CAMP COUNSELOR)

Rate of Pay: \$19.59 per hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

Available Hours: 0-35 hours a week; various shifts Monday- Friday, between the hours of 7:00am and 6:00pm. Candidate must be available for camp June 12, 2023 to August 11, 2023. Mandatory Staff training will be either June 3, or June 10, 9:00am-4:00pm. Must be available to work 8 of the 9 weeks of camp

Positions Available: Fifteen (15) Positions available

Description of Duties: Duties include, but are not limited to:

- Safety and Supervision of children enrolled in summer camp.
- Organization, Preparation, implementation and Clean-up of recreation activities;
- Leading campers in indoor and outdoor activities, games, sports, crafts and special events;
- Set-up, break-down, Clean- up and sanitization of camp activity areas and/or equipment before, during and after the activity;
- Assist with Lunch and Snack : Set up Tables, Sanitization, food distribution, supervise campers and clean up / sanitize when Lunch/Snack is done;
- Safety and Supervision of campers on field trips;
- Support the Recreation Coordinator and Director in the implementation of all policies and protocols
- Distribution of information and communication with parents.
- Any additional duties as needed for the effectiveness of the program.

Qualifications:

- Must be enthusiastic, energetic, creative, and pro-active in managing children.
- Experience working with a groups of children 5-14 years old in a camp or After-School- Club environment;
- CPR / FIRST AID certification is preferred.
- Ability to lead children, work independently and collaboratively as needed.
- Ability to problem solve, display sound judgement, and communicate effectively with staff, campers, and parents;
- Ability to participate in all camp activities, Water Play, walking, standing for long periods of time, squatting, kneeling, lifting and /or carrying up to 25 lbs.
- Ability to follow directions, be reliable and be on time

Send email or Resume to the following:

Balboa Sports Center
17015 Burbank Blvd.
Encino, CA 91316

Email: Balboa.SportsCenter@lacity.org
Kathrynn.Penny@lacity.org
Justin.flint@lacity.org
Subject: Summer Camp Counselor

Last Day to Apply: May 18, 2023 (Extended)

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)

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