

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](mailto:Balboa.SportsCenter@lacity.org)  
[Kathrynn.Penny@lacity.org](mailto:Kathrynn.Penny@lacity.org)  
[Justin.flint@lacity.org](mailto:Justin.flint@lacity.org)  
Subject: Summer Camp Counselor

**Last Day to Apply:** March 31, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)