

Highland Park Recreation Center

6150 Piedmont Ave / Office: 213-847-4876

RECREATION ASSISTANT

(Summer Camp Counselor)

AVAILABLE POSITIONS: 14

AVAILABLE HOURS

Available to work 0 to 39.5 hours per week, Monday- Friday, 7:00 a.m.-6:30 p.m. Hours are dependent on program needs and availability.

DESCRIPTION OF DUTIES

- Greet parents and youth during check in and/or check out
- Facilitate and supervise recreational activities in an after school /campsetting, including, but are not limited to
 - the organization of individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinators and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

QUALIFICATIONS

- Experience volunteering or working with a group of 10-12 children, ages 5-12 years old, in after school or camp environment is preferred.
- Ability to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Willingness and ability to follow directions, be on time, and reliable.
- Candidates available all 9 weeks of camp are preferred.

TO APPLY PLEASE EMAIL RESUME TO:

Elizabeth Narvaez, Senior Recreation Director

elizabeth.narvaez@lacity.org

Office: 213-847-4876

LAST DAY TO APPLY: May 11, 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