

City of Los Angeles Department of Recreation and Parks  
**Westchester Recreation Center**  
7000 W. Manchester Ave., Los Angeles, CA 90045  
310-670-7473 | westchester.recreationcenter@lacity.org

## **RECREATION ASSISTANT: SUMMER CAMP COUNSELOR**

Positions: 8

**Available Hours:** Must be available M-F, 7:00am to 6:00p.m. Hours may vary depending on the needs of the program. June 3<sup>rd</sup> – Aug 18<sup>th</sup>.

**Job Description:** Camp Counselors will create activities and lead campers in sports, general camp games, camp songs, science, special theme activities and crafts. Will work mainly outdoors. **Must be available all 9 weeks of camp.**

### **Duties Performed:**

- Create and implement themed activities throughout camp
- Set-up, break-down, & sanitize areas and equipment. May include lifting and setting up canopies, tables, water coolers, camp games and activities for campers
- Participates in all camp activities
- Aids in the execution of special events, scavenger hunts and activities.
- Adheres to City and departmental policies and procedures; performs related duties as required
- Show up **on time** and **prepared**

### **Qualifications:**

- Exercise good judgment, courtesy, and tact with children, staff and public.
- Supervise children in a variety of programs and special events
- Conduct recreational activities
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Ability to participate in camp activities, and exposure to sun.

### **Experience and Education:**

- Experience in group child care setting preferred

**Due Date:** E-mail resume by May 26, 2023

**To Apply:** Email resume to: [daisy.gomez@lacity.org](mailto:daisy.gomez@lacity.org)

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)