

Hollenbeck Recreation Center

415 South St. Louis, Los Angeles, CA 90033

(323) 261-0113

RECREATION ASSISTANT

Day Camp Counselor (5 positions available)

\$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:

June 12 – August 11, 2023 (must be available all 9 weeks of Camp); 0-20 hours per week; various shifts Monday-Friday, 7am—1pm or 12:30pm – 6:30pm (6 hours)

Job Description and Responsibilities:

- Greet parents and youth during check in and/ or check out.
- Serve as a group leader – supervise a group of 10 -12 children, facilitate and supervise recreational activities in a day camp setting; including, but are not limited to, organizing individual and group activities, while being creative and energetic.
- Lead children in creative activities; including indoor and outdoor games, sports, special events, arts and crafts, and hikes.
- Setup, breakdown, and clean/sanitize of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth (example: restroom use, injuries).
- Support the Recreation Coordinator and /or Director in establishing rules and emergency procedures with youth.
- Other duties as assigned by Recreation Coordinator and /or Director.

Qualifications:

- Experience working with a group of 10-12 children, ages 5-12 years old, in a 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., and exposure to sun for prolonged periods.
- CPR and First Aid certified is preferred.
- Must be fully vaccinated or have an approved exemption granted by the City of Los Angeles.
- Must be able to function without a cell phone for extended periods of time.

To Apply:

Email Armando Martinez, Recreation Facility Director at armando.m.martinez@lacity.org; or call Hollenbeck Recreation Center at (323) 261-0113

Last day to Apply: June 2, 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