

City of Los Angeles Department of Recreation and Parks

QUEEN ANNE RECREATION CENTER

1240 West Blvd Los Angeles, CA 90019

323.857.1180 E-Mail queenanne.recreationcenter@lacity.org

RECREATION ASSISTANT: SUMMER CAMP

Available hours: 0-30 hours a week depending upon camp enrollment. Must be available between 7:30am-6:30pm from June 1st – August 17, 2023.

Job description: Under the supervision of Full-time staff the Recreation Assistant will assist in the care and supervision of children ages 5-15 in a day camp setting. Candidate must be available June 5th, 2023 - August 13, 2023. Candidate must have knowledge of sports, games and other activities. Candidate must be enthusiastic and energetic and willing to sing Camp Songs. Candidate has the ability to lift more than 30 pounds and to walk up to 3 miles during field trips.

Duties Performed:

- Under close supervision, employees in this class assists the Recreation Coordinator in the planning and execution of recreational activities or programs in a day camp setting
- Responsible for the health and general well-being of the campers
- Carry out camp program; plan and lead a variety of activities including songs and skits
- Take an active role in the overall operation of a safe and fun camp environment
- Provide a safe, friendly, encouraging environment to campers, CLPs and co-workers
- Adhere to City and departmental policies and procedures, including being prepared and on time for work as scheduled
- Perform related duties as assigned
- Specific responsibilities will be discussed during interview and staff training

Qualifications: Applicants are specifically chosen for their ability and/or desire to work in a public recreation environment. Applicants should exercise good judgment and demonstrate courtesy and professionalism with both staff and public. Applicants with training in child development and basic First Aid & CPR are preferred. Knowledge of American Camping Association (ACA) policies and procedures is a plus.

Minimum Requirements: Minimum of two years of experience as a Camp Counselor, three years as a Junior Camp Counselor, or 3 years working with children ages 5-15 is highly desirable.

Positions: 10

Due Date: June 8, 2023.

To Apply: E-mail resumes to: nicole.white@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