

RECREATION ASSISTANT: SEASONAL CAMP DIRECTOR

Positions: 1

Available Hours: Must be available Monday thru Friday, 7:00am to 6:30pm. Hours may vary depending on the needs of the program and sessions. June 3rd - August 11th.

Job Description: Day Camp Director will create activities and lead the camp. Day Camp Director will work with the park coordinator on bus requests, field trip ideas, sign in sheets, forming camp groups, planning camp activities and more. Must be available all weeks of camp.

Duties Performed:

- Create and implement themed activities throughout camp
- Plan camp rotations, camp special events, etc.
- Get sign in and sign out sheets ready daily
- Set up and lead morning circle
- Prepare lists of needed supplies for activities
- Set up the snacks
- Lead rotation times
- Coordinate camp set- up of canopies and materials daily.
- Coordinate camp breakdown / cleanup of activities daily.
- Point of contact for any camper disputes
- Liaison between camp and coordinator during field trips
- Adheres to city and departmental policies and procedures
- Follow all health and safety protocols
- Show up on time and prepared
- Step in as group counselor as needed

Qualifications:

- Exercise good judgment, courtesy, and tact with children, parents, and staff
- Communicate clearly and concise, orally and in writing
- Establish and maintain effective working relationships with facility Director, Coordinator, camp staff, children and parents
- Utilize quality customer service skills and techniques
- Ability to participate in camp activities and have exposure to sun
- Ability to participate in camp activities, be outdoors / exposed to the sun, be comfortable with being at the pool and on water field trip

Experience and Education:

- Experience working with children in a group setting preferred.
- Experience working in a day camp preferred.

Due Date: Email Resume by June 10, 2023

To Apply: Email resume to: 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf