

## Gilbert Lindsay Recreation Center

### Recreation Assistant

Day Camp Counselor and General Duties Recreation Assistant, 6 Positions Available

#### Available Hours

Fall-Spring: 0-20 hours per week, Summer: 10-30 hours per week.

Hours vary depending on programming, assignment and enrollment.

**Job Description:** Seeking motivated candidates who will work as a Camp Counselor and Recreation Assistant to assist the director/coordinator with facility programming including but not limited to: youth classes, youth sports, adult permits, camps and special events.

#### Responsibilities

- Greet parents and youth during check in and/or check out.
- Group leader - facilitate and supervise recreational activities in a day camp setting.
- Supervising a group of 10-12 children.
- Organize and lead children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes.
- Setup, breakdown of outdoor camp, ex: canopies, tables, water coolers, and all games and activities.
- Assist with the serving of lunch and preparation/serving of snacks.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Must be able to function without a cell phone for extended periods of time.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Other assigned duties as assigned by Recreation Coordinator and/or Director; ex: preparation of crafts, office work, errands.

#### Qualifications

- Prior experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment 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, and lifting/carrying at least 20 lbs.
- Ability to have exposure to the sun.
- Must be able to follow directions, be on time, and reliable

#### Submit Resume to Apply

To: David Paz- [David.paz@lacity.org](mailto:David.paz@lacity.org)

CC: Ricardo Bernal- [ricardo.bernal@lacity.org](mailto:ricardo.bernal@lacity.org) & [gilbertlindsay.recreationcenter@lacity.org](mailto:gilbertlindsay.recreationcenter@lacity.org)

**Deadline: Jun 15, 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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)