

**Mar Vista Recreation Center**

11430 Woodbine Avenue, Los Angeles, CA 90066

310-398-5982 office

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**RECREATION ASSISTANT: SEASONAL CAMP COUNSELOR**

Positions: 6

**Available Hours:** Must be available Monday thru Friday, 7:30am to 6:00pm. The hours may vary depending on the needs of the program.

**Job Description:** Day Camp Counselor will create activities and lead the campers in fun games, crafts, and sports. Damp Camp Counselor will take a group of 10 to 12 children around the park as well as field trips. They will be the face to face with the parents and children alike.

**Duties Performed:**

- Implement themed activities throughout camp
- Get sign in and sign out sheets ready daily
- Set up the morning circle
- Set up the snacks
- Adheres to city and departmental policies and procedures
- Follow all health and safety protocols
- Show up on time and prepared

**Qualifications:**

- Exercise good judgment, courtesy, and tact with children, parents, and staff
- Supervise all camp children
- Communicate clearly and concise, orally and in writing
- Establish and maintain effective working relationships with staff, children and parents
- Utilize quality customer service skills and techniques
- Ability to participate in camp activities and have exposure to sun
- Must be able to be ok wearing a swimsuit at water parks and pools

**Experience and Education:**

- Experience working with children
- Experience in group child care setting
- Experience in working in a day camp

**Last day to apply:** June 23, 2023

**To Apply:** Email resume to: [elisa.white@lacity.org](mailto:elisa.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/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)