



**GRANADA HILLS RECREATION CENTER**

16730 Chatsworth St. Granada Hills, CA 91344

Office: (818) 363-3556

Granadahills.recreationcenter@lacity.org



**SEASONAL RECREATION ASSISTANT**

**Available Hours:** 10-40 hours / week

**Hours:** Monday – Friday, 7:30am-6:00pm, Depending on needs of program.

**Description of Duties:** Summer Day Camp Counselor

Under the general supervision of Recreation Staff, staff would create a high quality, fun experience for every camper ages 5-12 years old. Duties include but are not limited to:

- Organizing individual or group activities;
- Supervising children;
- Leading children in creative activities ranging from singing camp songs, indoor and outdoor games, special events, arts and crafts, hikes, and field trips;
- Dress up for special events and participate in special event activities;
- Set-up and tear down games and activities.
- Complete light administrative work
- Ensure the safety, well-being, and personal growth of campers
- Be an active, supportive member of the Day Camp team.
- Problem solve through situations and seek assistance when necessary, follow directions, follow camp objectives, rules, policies, and guidelines, work to ensure all youth are comfortable, safe and included, and perform other duties as assigned.

**Qualifications:**

- Must have experience working with children ages 5-12 years old in a camp environment
- Must maintain safety standards and procedures
- Know how to swim.
- Must be available to work from June 10 –August 9, 2024, and any hours of camp operations. Must also be available for pre camp trainings and/or meetings.
- Must be punctual and reliable.
- Must be CPR and First Aide trained by the first day of camp.
- Must be able to teach a variety of ages and skill levels and be able to plan, organize and lead activities in a proficient manner.
- Must have an ability to establish and maintain an effective professional relationship with students, the public, community groups, staff and other relevant agencies.
- Must adhere to and apply Recreation and Parks policies and procedures daily.

**To Apply:**

**Send Resume to or apply with:**

Michelle Gross De La Hoya  
Granada Hills Recreation Center  
16730 Chatsworth St. Granada Hills, CA 91344  
Email: granadahills.recreationcenter@lacity.org

**Last Day to Apply:** February 22, 2024

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)