

City of Los Angeles Department of Recreation and Parks
HOLLYWOOD RECREATION CENTER
1122 Cole Ave., Hollywood CA 90038; 323-467-6847

RECREATION ASSISTANT - SUMMER DAY CAMP COUNSELOR

Job Description: Under the general supervision of the full-time staff, the Recreation Assistant will supervise and lead children in the summer day camp program while implementing scheduled activities, swimming, field trips, games, arts & crafts, etc. Duties may extend beyond the description for the need of the program.

Available Positions: 0-10

Available Hours: 0-35 hours/week. 9-week session: June 2024 - August 2024

- Hours will vary, Monday-Friday, 7:30am-6:30pm
- Hours are based on enrollment, budget and program needs
- Staff Training hours will be scheduled prior to the start of camp
- Applicants must be able to work the dates and times listed

Duties and Qualifications:

- Supervision of children during day camp activities
- CPR/First Aid Certification is preferred (not provided by the Recreation Center)
- Experience working with children 3-13 years old in the recreation setting
- Knowledge of camp like activities such as arts & crafts, cooking, games, swim, field trips etc.
- Able to follow direction, especially when implementing scheduled activities
- Ability to move, carry and set up sports equipment, games, play equipment, and other supplies needed for programming
- Ability to maintain a fun, safe, and age appropriate environment
- Strong leadership skills
- Must be able to swim as weekly swimming is a part of the job requirement
- Possess an enthusiastic, kind, nurturing manner, and ability to inspire and motivate campers
- Responsible, reliable and professional
- Ability to communicate with parents in a professional and respectful manner
- Must dress appropriately for camp setting and engage in all camp activities
- Practice, enforce and support city policy, procedure, guidelines and trainings

To Apply: Send Resume to: ***Kennedy.kimbell@lacity.org***
Recreation Director **with the subject line:**
SUMMER CAMP COUNSELOR
Hollywood Recreation Center
1122 Cole Ave.
Los Angeles, CA 90038
323-467-6847

Last Day to Apply: March 6th, 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