

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Victory Vineland Recreation Center  
11117 Victory Blvd, North Hollywood, 91606  
(818)985-9516

**RECREATION ASSISTANT (5 positions)**

Day Camp Counselor

**Available Hours**

0-20 per week, various shifts Monday-Friday, 7:00am-1:00pm or 12:30-6:30pm; hours are not guaranteed and based on weekly enrollment

**Job Description/Duties**

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
  - \* Organizing individual and group activities, while being creative and energetic
  - \* Supervising a group of 10-12 children
  - \* Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- At least 18 years of age
- Experience working with children ages 5-13 preferred
- Ability to relate to one's peer group and children
- Ability to identify and put campers needs first
- Flexibility and ability to accept supervision and guidance
- Present a neat and professional appearance
- Initiative and ability to teach and assist in teaching activities and life skill
- Possess a working knowledge of and be able to physically demonstrate skills of each sport and working knowledge of camp activities, games,
- Good character, integrity, judgment and adaptability
- Enthusiasm, sense of humor, patience, positive outlook and self-control.

- Current CPR and First Aid certification from the American Heart Association preferred
- Good judgment and decision-making skills
- At least one hobby to mainstream into the camp way of life
- Ability to work as part of a team
- Develop fun and positive relationships with camper and co-workers
- Desire and ability to live and work in a community environment
- Ability to speak and perform in front of large groups
- Ability to accept supervision and guidance
- Ability to supervise children in an all-day environment and on field trips
- Unlimited potential for acting silly and creating a fun and safe environment.
- Have a strong desire to make a positive difference in a child's life
- Excellent communication skills; ability to communicate and work in a community environment
- Poses critical thinking skills and techniques to be applied in situations that may arise with campers.
- Must be willing to physically participate in any and all activities

**To Apply: Send resume to:**

Sandra Sedano, Recreation Facility Director  
Email: [Sandra.sedano@lacity.org](mailto:Sandra.sedano@lacity.org)  
Subject: Victory Vineland Summer Camp Hiring

**Last day to apply:** March 15<sup>th</sup>, 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/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)