



# Encino Community Center

4935 Balboa Blvd. \* Encino, CA 91316 \* Phone: (818) 995-1690

Email: [encino.communitycenter@lacity.org](mailto:encino.communitycenter@lacity.org)



## Summer Camp Counselor Application

**Junior Counselors:** 14-17 years \* **Senior Counselors:** 18 years & over

**Applicants who do not meet the position requirements will not be contacted for an interview.**

### JOB DESCRIPTION OF DUTIES/RESPONSIBILITIES:

The Camp Counselors top priority is the supervision, safety, and happiness of the campers. Candidates are responsible for producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years.

They are to always have an enthusiastic and positive attitude as they are a role model and mentor to CIT's, and Campers. Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to CIT's assigned to their group. Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

### POSITION REQUIREMENTS:

Applicants must be at least 16 years of age by the first day of camp. Candidates should have experience in working with children. Previous experience in working with any type of camp program, youth service program, or child care program is preferred.

- ✓ Must be certified in CPR & First Aid (proof of certification must be submitted by Friday, May 31, 2024).
- ✓ Must attend required staff orientation and training day (see dates below).
- ✓ Must adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Must have the ability to swim and be prepared to actively swim & supervise children in a pool and/or at water park field trips.

### REQUIRED AVAILABILITY:

- **June 12 - August 9, 2024**, Camp Program (must be available Monday-Friday between 7:30am-6:00pm)
- **June 4, 2024 & June 6, 2024**, Mandatory Staff Orientation/Training 5:00pm-8:30pm (date subject to change)

### TO APPLY:

Send Resume and Application to:

**Camp Encino**

Encino Community Center  
4935 Balboa Blvd.  
Encino, CA 91316

**E-mail:** [Encino.communitycenter@lacity.org](mailto:Encino.communitycenter@lacity.org) / **office** (818) 995-1690

### **LAST DAY TO APPLY:**

**Friday, March 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/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)



## Summer Camp Counselor Application

**Junior Counselors:** 14-17 years \* **Senior Counselors:** 18 years & over

Application Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

**General Information**

**Are you available to work June 12 - August 9, 2024? (please indicate) YES / NO**

If **NO**, please explain \_\_\_\_\_

Please give a brief description of why you are applying for this position; \_\_\_\_\_

**Personal Information**

<b>Name:</b>	LAST	MIDDLE	FIRST	AGE	BIRTHDATE	SEX	
<b>Address:</b>	NUMBER		STREET		CITY	STATE	ZIP
<b>E-mail Address:</b>	E-MAIL ADDRESS			CELL TELEPHONE		HOME TELEPHONE	

**Emergency Contact**

<b>Name:</b>	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE		
<b>Address:</b>	NUMBER		STREET		CITY	STATE	ZIP

**Education**

	Name of School	Education Level	Major	
<b>High School</b>				<b>Fall Date School Resumes</b>
<b>College</b>				<b>Graduation Year</b>
<b>Other</b>				<b>Completion Date</b>

**Related Work Experience (with children)**

May we contact them? Yes / No

Employer's Name	Phone Number	Job Duties	Employment Dates

**References**

May we contact them? Yes / No

Name	Phone Number	Relation	Length of Relation

# Summer Camp Counselor Application

Are you certified in any of the following?

Type of Certificate	Certified? (Circle one)		Expiration Date	If not, are you willing to get certified?
<b>First Aid</b>	Yes	No		
<b>Infant / Child CPR</b>	Yes	No		
<b>Adult CPR</b>	Yes	No		
<b>Water Safety</b>	Yes	No		

Youth Services, Clubs, Agencies, Organizations in which you belong or lead;

---



---



---

Activities

Please check off any activities you have taken part in regularly.

PERFORMING ARTS		ARTS & CRAFTS		GAMES & SPORTS		CAMPING/OUTDOOR	
<input type="checkbox"/>	Acting	<input type="checkbox"/>	Cooking	<input type="checkbox"/>	Badminton	<input type="checkbox"/>	Cooking BBQ
<input type="checkbox"/>	Creative Drama	<input type="checkbox"/>	Ceramics	<input type="checkbox"/>	Baseball	<input type="checkbox"/>	Pitching Tents
<input type="checkbox"/>	Improvisation	<input type="checkbox"/>	Drawing	<input type="checkbox"/>	Basketball	<input type="checkbox"/>	Trail Marking
<input type="checkbox"/>	Puppetry	<input type="checkbox"/>	Jewelry	<input type="checkbox"/>	Dodgeball	<input type="checkbox"/>	Song Leading
<input type="checkbox"/>	Skits	<input type="checkbox"/>	Knitting / Crochet	<input type="checkbox"/>	Cheerleading	<input type="checkbox"/>	Games
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Lanyards	<input type="checkbox"/>	Football	<input type="checkbox"/>	Map Reading
<b>DANCE</b>		<input type="checkbox"/>	Leather	<input type="checkbox"/>	Golf	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Ballet	<input type="checkbox"/>	Model Building	<input type="checkbox"/>	Hockey	<b>MARTIAL ARTS</b>	
<input type="checkbox"/>	Baton	<input type="checkbox"/>	Nature Crafts	<input type="checkbox"/>	Ice Skating	<input type="checkbox"/>	Aikido
<input type="checkbox"/>	Country Dancing	<input type="checkbox"/>	Origami	<input type="checkbox"/>	Jump Rope/Hop Scotch	<input type="checkbox"/>	Judo
<input type="checkbox"/>	Hawaiian Dance	<input type="checkbox"/>	Painting	<input type="checkbox"/>	Roller Skating	<input type="checkbox"/>	Karate
<input type="checkbox"/>	Hip Hop	<input type="checkbox"/>	Sewing	<input type="checkbox"/>	Soccer	<input type="checkbox"/>	Kung Fu
<input type="checkbox"/>	Jazz	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Softball	<input type="checkbox"/>	Jiu Jitsu
<input type="checkbox"/>	Square Dancing	<b>PHYSICAL FITNESS</b>		<input type="checkbox"/>	Swimming	<input type="checkbox"/>	Self Defense
<input type="checkbox"/>	Tap	<input type="checkbox"/>	Aerobics	<input type="checkbox"/>	Tennis	<input type="checkbox"/>	Tai Chi
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Cycling	<input type="checkbox"/>	Track-n-Field	<input type="checkbox"/>	Other _____
<b>MUSIC</b>		<input type="checkbox"/>	Gymnastics	<input type="checkbox"/>	Volleyball	<b>OTHER SKILLS</b>	
<input type="checkbox"/>	Drums	<input type="checkbox"/>	Jogging / Running	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Microsoft Excel
<input type="checkbox"/>	Guitar	<input type="checkbox"/>	Kick Boxing	<b>ENRICHMENT</b>		<input type="checkbox"/>	Microsoft Publisher
<input type="checkbox"/>	Piano	<input type="checkbox"/>	Stretching	<input type="checkbox"/>	Design	<input type="checkbox"/>	Microsoft Word
<input type="checkbox"/>	Rhythm Band	<input type="checkbox"/>	Weight Lifting	<input type="checkbox"/>	Photography	<input type="checkbox"/>	Typing WPM _____
<input type="checkbox"/>	Singing / Voice	<input type="checkbox"/>	Yoga	<input type="checkbox"/>	Science	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Violin	<input type="checkbox"/>	Zumba	<input type="checkbox"/>	STEM	<input type="checkbox"/>	Other _____
<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____	<input type="checkbox"/>	Other _____