

City of Los Angeles Department of Recreation and Parks  
Lake View Terrace Recreation Center  
11075 Foothill Blvd., Lake View Terrace, CA 91342 • Phone:  
(818)899-8087

## **RECREATION ASSISTANT**

### **CAMP COUNSELOR**

**Available Hours: 0-40/week Monday-Friday 7:30am-6pm**

**Number of Available Positions: 6**

**Hours: Will vary based on registration and program needs.**

#### **Description of Duties:**

- Set-up and break down supplies and equipment for the day camp programs including but not limited to lining fields, organizing game equipment, moving storage, score tables, chairs, games, activities, crafts and more.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, etc.
- Assist recreation coordinator and director with additional program needs such as contacting campers, sending important reminders, office coverage, submitting documents, distributing supplies and more.
- Required to wear a staff day camp uniform and badge. Required to dress in appropriate attire.
- Required to participate in all camp activities including games, camp songs, dance activities, sports, etc.
- Must adhere to all facility and department policies and procedures.
- Must be able to lift 10-25lbs.

#### **Qualifications:**

- Must be self-driven, professional, and possess a good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Ability to be upbeat and energetic throughout program activities.
- At least 3-5 years of experience in enrichment and sports programs.
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To Apply:** Email Resume to:

[luz.roque@lacity.org](mailto:luz.roque@lacity.org)

**Subject:** LVT Camp Counselor— (your name)

**Last Day to Apply:**

***May 30th, 2025***