

**RESEDA RECREATION CENTER**

18411 Victory Blvd., Reseda CA. 91335 ~ 818-881-3882

**RECREATION ASSISTANT**

Day Camp Counselor  
Summer 2025

**Available Hours**

0-30 hours per week; various shifts Monday-Friday, 7am-6pm. June 16 -August 11. Hours are not guaranteed and are 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 not limited to: organizing individual and group activities while being creative and energetic, managing a group of 10-12 children, leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and supervision on field trips
- 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 snacks.
- Attend to any individual needs of the youth, restroom use and 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 prolonged periods.
- Other assigned duties as assigned by the Recreation Coordinator and/or Director (ex, preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-12, in a camp environment is preferred.
- Actively lead children and work independently and collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Must be able to participate in all camp activities, including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and be reliable.
- Candidates must be available all 9 weeks of camp.

**To Apply**

Send resume to: michon.rickman@lacity.org

Last Day to Apply: March 12<sup>th</sup>, 2025