



CITY OF LOS ANGELES DEPARTMENT OF RECREATION & PARKS
LELAND RECREATION CENTER
863 S. HERBERT AVE. SAN PEDRO, CA 90731
Phone: (310) 548-7706



Recreation Assistant (Camp Counselor)

AVAILABLE HOURS:

Approximately up to 10-30 hours per week.

DESCRIPTION OF DUTIES:

Under general supervision, assist full-time recreation staff, leads recreational and educational activities, supervises campers at all times, accompanies campers on fieldtrips, plans and oversees activities based on themed week, set-up and maintain equipment, ensure cleanliness of rooms, keep accurate incident logs and communicate with parents about campers behavior.

A Recreation Assistant conducts the effective delivery of the recreation program on a part-time or half-time basis, at times without immediate supervision. Assists full-time recreation staff in the delivery of services or programs and special events. Supports the Director-in-Charge in the daily operations of the recreation center activities; interacts with the public; special events; maintains discipline/code of conduct; completes reports; renders first-aid in cases of minor injury, if trained; and related work assigned by the full-time staff of the recreation facility.

HOURS:

Summer months, June-August

Monday – Friday, 8am-6pm

May vary based on registration and program needs

QUALIFICATIONS:

- **Current Valid California Driver's License**
- Documented Recreation and Supervision experience with children ages 5-15 years. Willing to work various hours, initiative is expected.
- Required to participate in all camp activities including games, camp songs, dance activities, sports, etc.
- 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.
- Demonstrate responsibility, creativity, sportsmanship, support and patience working with children.
- Must adhere to all facility and department policies and procedures.
- Possession of CPR and First Aid certificate is preferred
- Utilizes quality customer service skills and techniques and effective communication skills (orally and in writing).
- Establishes and maintains effective working relationships with the public, staff, and other agencies.

PHYSICAL REQUIREMENTS:

- This position requires setting up and taking down program/activity equipment and any other related materials.
- Active participation in all aspects of the program may include the ability to stand, walk, stoop, kneel, crouch, and/or reach for extended periods of time.
- Ability to lift, push, pull, carry a minimum of 15 lbs.

Due Date: Wednesday, March 12th, 2025

E-mail your resume with the subject line SPORTS PROGRAM RECREATION ASSISTANT to:

Cindy.Carrillo@lacity.org