

# WINNETKA RECREATION CENTER

8401 Winnetka Avenue, Winnetka, CA 91306 • Phone: (818) 756-7876

## Recreation Assistant – Camp Counselor

### Available Hours:

**0-40/week between Monday – Friday 7am-9pm,**  
(Hours may vary depending on the needs of the program.)  
\*5 Positions Available

### Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, 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, swimming, fieldtrip activities etc. Initiate activities during free-time; address discipline with warnings, redirection, behavior, reflection/cool-down periods and first aid
- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Required to dress in appropriate attire including staff camp shirt, full swimsuits/trunks, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner.

### Preferred Qualifications:

- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs. Training is available
- Candidates must be available during all hours listed.
- Must be certified or able to get CPR/First Aid certification.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

### To apply please send your resume:

Drop Off/Mail To:  Winnetka RC – Attn Juchell Wardlow 8401 Winnetka Avenue Winnetka, CA 91306	E-mail To:  <a href="mailto:Winnetka.recreationcenter@lacity.org">Winnetka.recreationcenter@lacity.org</a> <b>Subject:</b> WRC Rec Assistant – Camp Counselor 2025
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**Last Day to Apply:** Until Position Is Filled