

RECREATION ASSISTANT: SEASONAL CAMP DIRECTOR

Positions: 3

Available Hours: Must be available Monday through Friday, June 2, 2025-August 8, 2025, 7:30 a.m. to 6:30 p.m. Hours may vary depending on the needs of the program and sessions. Also, must be available to work Saturday, June 14, 2025.

Job Description: The Day Camp Director will report directly to the Recreation Coordinator and/or Facility Director. Responsibilities include but are not limited to planning and coordinating field trips, monitoring bus requests, overseeing camp counselors, planning daily camp activities and more. Must be available for the entire camp season.

Duties Performed:

- Create, implement and oversee weekly themed activities
- Plan camp rotations, weekly special events and daily camp activities
- Develop weekly camp calendars
- Manage camp registration and weekly sign in sheets
- Prepare lists and assist with ordering supplies for activities
- Facilitate camp rotations and ensure groups are in correct locations
- Attend ALL scheduled field trips
- Drive campers in the city van to the swimming pool
- Point of contact for all counselor concerns and camper disputes
- Adheres to city and departmental policies and procedures
- Follow all health and safety protocols
- Show up on time and prepared
- Step in as a group counselor as needed

Qualifications:

- Exercise good judgement, courtesy and tact with children, parents and staff
- Communicate clearly and concise both orally and in writing
- Establish and maintain effective working relationships with Facility Director, Coordinator, camp staff, children and parents
- Utilize quality customer service skills and techniques
- Ability to participate in camp activities and have exposure to sun
- Ability to work in a fast-paced environment
- Able to stand for extended periods of time
- Comfortable with being in the pool and able to attend water field trips
- Ability to be proactive and able work well independently and in a group setting
- Must be 18 years of age
- Must be able to pass a live scan background check

Experience and Education:

- A minimum of (2) years' experience at the level of Lead Camp Counselor
- Childhood Development units preferred

How to Apply: Email Resume to- palms.recreationcenter@lacity.org

Last Day to Apply: Thursday. March 20th, 2025