



City of Los Angeles Department of Recreation and Parks

Woodland Hills Recreation Center

5858 Shoup Ave., Woodland Hills, CA 91367



Seasonal Recreation Assistant Camp Director

Hours: Monday to Friday, 7:00am to 6:30pm, June 14 – August 9

Available Hours: 0-40 hours per week (may vary depending upon camp enrollment)

Description of Duties: Candidates must be:

- Able to provide care and supervision of children ages 3-15 in a day camp setting
- Able to provide customer service to parents and children
- Able to complete administrative work
- Able to lead and organize activities for children ages 3-15 (Activities include but are not limited to: sports and games, arts and crafts, and field trip supervision)
- Able to walk up to 3 miles for field trips
- Enthusiastic, proactive, energetic, and able to encourage children to gain interest in activities in a positive manner
- Aware of environment at all times and must ensure a safe environment for all campers
- Able to assist in overseeing Junior Counselors
- Able to direct, guide, and plan workshops for counselors in training

Qualifications: Candidates must be age of 18 or older.

Candidates must be available at all 8 weeks of camp between the times of 7:00am and 6:30pm. Candidates must be available **Saturday, June 14th from 8:00am- 5:00pm** for training. NO EXCEPTIONS. First aid and CPR certification must be completed before May 31, 2025 and valid for the duration of the camp session.

To Apply: Send resume via email to Camp Sharwood:

RAP.CAMPCHARWOOD@LACITY.ORG with

"Your Name Camp Director Application" in the subject line.

Last Day to Apply: Tuesday. April 7th, 2025