

City of Los Angeles Department of Recreation and Parks  
**Westchester Recreation Center**  
7000 W. Manchester Ave., Los Angeles, CA 90045  
310-670-7473 office  
westchester.recreationcenter@lacity.org

## **RECREATION ASSISTANT: SUMMER CAMP COUNSELOR**

Positions: 5 -10

**Available Hours:** Must be available M-F, 7:00am to 6:00p.m.  
Hours may vary depending on the needs of the program. May – Aug.

**Job Description:**

Camp Counselors will create activities and lead campers in sports, general camp games, camp songs, science, special theme activities and crafts. Will work mainly outdoors. **Must be available all 9 weeks of camp.**

**Duties Performed:**

- Create and implement themed activities throughout camp
- Set-up, break-down, & sanitize areas and equipment. May include lifting and setting up canopies, tables, water coolers, camp games and activities for campers
- Participates in all camp activities
- Aids in the execution of special events, scavenger hunts and activities.
- Adheres to City and departmental policies and procedures; performs related duties as required
- Follow all safety protocols.
- Show up **on time** and **prepared**

**Qualifications:**

- Exercise good judgment, courtesy, and tact with children, staff and public.
- Supervise children in a variety of programs and special events
- Conduct recreational activities
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Must be physically able to participate in camp activities, and exposure to sun.

**Experience and Education:**

- Experience in group child care setting preferred

**To Apply:**

Email resume to: **[mychal.lynch@lacity.org](mailto:mychal.lynch@lacity.org)**

**Last day to Apply:**

April 24<sup>th</sup>, 2025