



RECREATION ASSISTANT (Summer Camp Counselor)

AVAILABILITY & HOURS: Monday through Friday 7:30am- 6:00pm (Hours May Vary).

Approximately 0-20 hours per week, based on weekly schedule, shift availability and participant enrollment. Candidates must be available to work throughout the year.

ASEP OPERATIONS: Monday-Friday, between 2:00 PM - 6:00 PM (with possible variations depending on program needs).

After-School Enrichment Program: The EXPO Summer Camp provides a safe, engaging, and nurturing environment for children ages 6-12 during the summer. Our Summer program offers a variety of enriching activities designed to support academic achievement, promote physical activity, and foster creativity and social skills.

DESCRIPTION OF DUTIES:

Support the EXPO Summer team in delivering high-quality programming, including:

- Contacting parents/guardians to share updates or address concerns.
- Assisting with registration, fee collection, and maintaining accurate records.
- Setting up and breaking down equipment and supplies for daily activities and events.
- Supervising students during activities to ensure their safety and engagement.
- Providing homework assistance and facilitating enrichment activities.
- Participate in planning and execution of Summer Camp-specific events and excursions.
- Collaborate with staff to ensure a welcoming and inclusive environment for all participants.

DUTIES INCLUDE BUT ARE NOT LIMITED TO: Attending all planned program trainings and meetings; communicating effectively with participants, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive experience; successfully supervising participants at all times; carrying out safety drills/procedures. Recreation Assistant must demonstrate effective leadership and programming abilities; enable youth in developing positive skills; providing a safe, inclusive environment and experience. Recreation Assistants are responsible for the well-being of a group of participants, under the guidance of the Recreation Coordinator. Lifting between 5-20 lbs. is required to conduct physical activities, room set-ups and assist in any other program activity which requires lifting.

QUALIFICATIONS: *Must be 18yrs or over to apply.* Ability to work the times listed. Follow all health mandates, and is also responsible for implementing all County health guidelines. Must attend all **MANDATORY** training, and staff meetings. Knowledge in Microsoft Word, Excel, Publisher, is desired. A bilingual person is desired.

Reports To:

Hugo Aguirre Recreation *Coordinator*

Please Send Resume to: hugo.aguirre@lacity.org

LAST DAY TO APPLY:

Friday. May 31st, 2025