

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS**  
**CARDENAS RECREATION CENTER**  
14740 Blythe St., Panorama City, CA 91402  
Phone: (818) 781-3952

**RECREATION ASSISTANT: DAY CAMP COUNSELOR**

**NUMBER OF POSITIONS AVAILABLE**

**4**

**Available Hours:** 0-30 hours per week, (Hours will vary based on program needs)

June 11<sup>th</sup>, 2024 through August 8<sup>th</sup>, 2025

Various shifts Monday-Friday, 7:00AM- 1:00PM OR 12:30PM-6:30PM (6hrs)

**Job Description:**

Seeking motivated candidates who will work as a Camp Counselor mainly outdoors.

**Responsibilities:**

- Greet parents and youth during check in and/or check out.
- Facilitate and supervise recreational activities in a day camp setting.
- Including, but are not limited to, organizing individual and group activities, while being creative and energetic.
- Supervising a group of 10-12 children.
- Leading children in creative activities, including indoor and outdoor games, sports, science special events, arts and crafts, and hikes.
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snacks.
- Attend to individual needs of the youth ex: restroom use, injuries.
- Ability to function without a cell phone for extended periods of time.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands, pool assignment.
- Must adhere to City and Department policies and procedures.
- Required to wear staff day camp uniform and/or badge. Required to dress in appropriate attire.

**Qualifications:**

- Prior experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
- Ability to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, coworkers, and supervisor.
- Ability to physically participate in all camp activities including eating and standing for long periods of time, squatting, kneeling, and lifting/ carrying at least 40lbs.

- Ability to have exposure to the sun.
- Ability to follow directions, be on time, and reliable.
- Must be CPR & First Aid certified by the first day of camp.
- Bilingual desirable.
- Must be available all 9 weeks of camp.

**To Apply:** Email resume to [sterling.williams@lacity.org](mailto:sterling.williams@lacity.org)

**Last Day to Apply:** Tuesday, May 13<sup>th</sup>, 2025