

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS**  
**NORTH HOLLYWOOD RECREATION CENTER**  
11430 Chandler Blvd., North Hollywood, CA 91601  
PHONE: (818) 763-7651

**RECREATION ASSISTANT: DAY CAMP COUNSELOR**

**NUMBER OF POSITIONS AVAILABLE**

3

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

June 2<sup>nd</sup>., 2025 through August 15<sup>th</sup>, 2025

Various shifts Monday-Friday, 7:30 am-1:00 pm or 12:30-6:00 pm (5.5hrs)

**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.
- Must be available all 9 weeks of camp.
- 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:**

- Must have 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, co-workers, and supervisor.
- Physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 40 lbs.
- Ability to have exposure to the sun.
- Able to follow directions, be on time, and reliable.
- Must be CPR & First Aid certified by the first day of camp.
- Bilingual desirable

**To Apply:** Email resume to [gus.sedano@lacity.org](mailto:gus.sedano@lacity.org) and [Jennifer.a.ramos@lacity.org](mailto:Jennifer.a.ramos@lacity.org)

**Last Day to Apply:** May 22nd, 2025 or until position is filled.