

City of Los Angeles Department of Recreation and Parks
BRANFORD RECREATION CENTER
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

Available Hours: 20 - 40 hours/week

Date: 4/18/2025

Summer Camp Director

Schedule: Mid May 2025 – Mid August 2025

Monday-Friday-Hours/Shifts will vary according to camp schedules and number of registered participants.

Hours and shifts may vary. Typical shifts:

Description: This position is responsible for planning, coordinating and overseeing the overall camp program and all daily camp activities as approved by the Director of Parks and Recreation. They are responsible for communicating with parents, guardians and other camp staff during and after camp hours of operation. The camp director is responsible for the care, safety, protection and supervision of the camp environments, staff and participants. The planning, preparation and organization of daily activities and site (set-up / clean-up) as well as all administrative duties of camp is a requirement of the camp director. The camp director will report all job orders, check recreation email daily and manage social networks.

To ensure success, camp directors should exhibit experience in developing camp curricula and demonstrate the ability to assume responsibility for the day-to-day management of a camp and prioritize the safety of all campers and ensure an excellent camp experience.

Minimum requirements:

It is anticipated that the requirements for any particular position within this class will be tailored to the specific needs of the department and to the complexity and difficulty of the duties that will be required of that position. Minimum age: 18 years old.

Reporting to recreation director or full time staff after every shift. Computer skills (Excel, Word) and organizational skills desired.

Qualifications: Applicants must express the desire to work in a public recreation environment. Must possess the ability to: multi-task, interact with the public, answer phones, take payments on RecTrac, perform duties with minimum instructions and work with minimum general supervision. May be required to work weekends, holidays, days and evenings as needed. Driver's license required - applicant must submit a DMV report and have an acceptable driving record with minimal citations or points. CPR and first aid cards may be required.

To Apply

Email resume to: Email: Jonathan.Sanchez@lacity.org, Beverly.Gramajo@lacity.org
Subject: Summer Camp Director

Last Day to Apply: May 31st, 2025