

City of Los Angeles Department of Recreation and Parks
Tarzana Recreation Center
5655 Vanalden Ave, Tarzana, CA. 91356 (818) 343-5946

RECREATION ASSISTANT
(DAY CAMP COUNSELOR)

Available Dates/Days/ Times/ Hours:

June 13th-August 12th

Monday-Friday

7:00am-6:00pm Up to 40 hrs/week

JOB DESCRIPTION:

The Senior Camp Counselor's top priority is the supervision, safety, and happiness of the campers. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CIT's, and Campers. Senior Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during downtime (free time). They are responsible for proper training and the delegation of responsibilities to the JC and CIT's assigned to their group. Senior Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid. Counselors will also be responsible for assisting parents with customer service matters in a courteous and professional manner. It is our goal at Camp Tarzana that the children are safe and have fun.

DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Candidates will be responsible for supervising, producing, leading, and implementing age-appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years. This position entails setting up and taking down program/activity equipment & any other program/activity-related materials. This position entails active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lift equipment up to 35 pounds, and withstand daily exposure to the sun, heat, and cold weather.

POSITION REQUIREMENTS:

- ✓ Certified in CPR & First Aid
- ✓ Attend required staff orientation and training day (to be arranged)
- ✓ Adhere to and follow safety protocols and given instruction on COVID-19 practices and procedures.
- ✓ Able to swim and be prepared to swim & supervise children in a pool and/or water park field trips.

TO APPLY:

Send Resume to: Craig Lamas
craig.lamas@lacity.org
TARZANA REC. CENTER
5655 Vanalden Ave, Tarzana 91356

Last Date to Apply: March 29, 2022