

## BALDWIN HILLS RECREATION CENTER

### Recreation Assistant

Day Camp Counselor, 6 Positions Available

#### Available Hours

Fall-Spring: 0-20 hours per week, Summer: 10-30 hours per week

Hours vary depending on programming and assignment

**Job Description** Seeking motivated candidates who will work as a Camp Counselor and Recreation Assistant to assist the director/coordinator with facility programming including but not limited to youth classes, youth sports, adult permits, camps and special events.

#### Responsibilities

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting.
- Supervising a group of 10-12 children
- Organize and lead children in creative activities, including indoor and outdoor games, sports, 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.
- Assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Must be able 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 agree to weekly COVID testing and the following of ALL COVID protocols.
- Must wear a face covering/mask and gloves at all times during work shift.
- Other assigned duties as assigned by Recreation Coordinator and/or Director; ex: preparation of crafts, office work, errands.

#### 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, co-workers, and supervisor.
- Must be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Ability to have exposure to the sun
- Must be able to follow directions, be on time, and reliable.

#### Submit Resume to Apply

To: Erika Luna Diaz - [Erika.lunadiaz@lacity.org](mailto:Erika.lunadiaz@lacity.org)

CC: Kasey Stokes - [Kasey.stokes@lacity.org](mailto:Kasey.stokes@lacity.org) & [baldwinhills.recreationcenter@lacity.org](mailto:baldwinhills.recreationcenter@lacity.org)

**Deadline: March 30, 2022**