

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

SHATTO RECREATION CENTER

3191 W 4th St, Los Angeles, CA 90020 • (213) 386-8877

RECREATION ASSISTANT: DAY CAMP COUNSELOR

NUMBER OF POSITIONS AVAILABLE: 4

Available Hours:

June 3 - August 12, 2022; Various shifts Monday-Friday, 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs); up to 20 hours per week (Hours will vary based on program needs)

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 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 be available all 9 weeks of camp
- Must agree to current COVID Protocols, be fully vaccinated
- 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)
- Must adhere to City and departmental policies and procedures
- Required to wear staff day camp uniform and badge. Required to dress in appropriate attire

Qualifications:

- Motivated candidates who will work as a Camp Counselor mainly outdoors.
- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment preferred
- Must be able 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 40 lbs
- Ability to have prolonged exposure to the sun
- Must be able to follow directions, be on time, and reliable
- CPR & First Aid certified by the first day of camp preferred
- Bilingual desirable

To Apply

Email resume to gus.sedano@lacity.org and maritza.guzman@lacity.org

Last Day to Apply: March 30, 2022