

## Lemon Grove Recreation

4959 Lemon Grove Ave. Los Angeles, CA 90029 • (323)666-4144

### RECREATION ASSISTANT

#### DAY CAMP COUNSELOR

**\$18.28 / per hour**

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**Number of Available Positions:** 3

**Available Hours:** Monday thru Friday, 7:00 a.m. to 6:00 p.m.; depending on needs of program; up to 20 hours per week

#### Job Duties / Description

- Greet parents and youth during check in and/or check out
- Serve as group leader - 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
- Supervise a group of 10-12 children
- Lead children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Set-up, 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, etc.)
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth
- Available all 9 weeks of camp
- Agree to following of ALL COVID protocols.
- 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, etc.)

#### Qualifications

- Motivated candidates who will work as a Camp Counselor mainly outdoors
- Must be able to function without a cell phone for extended periods of time
- Experience working with a group of 10-12 children, ages 5-13 years old, in a camp environment preferred
- 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.
- Able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs
- Ability to have prolonged exposure to the sun
- Able to follow directions, be on time, and reliable
- CPR & First Aid certified by the first day of camp preferred
- Must be fully vaccinated or have an approved exemption granted by the City of Los Angeles

**To apply, send resume to:** [runako.ellis@lacity.org](mailto:runako.ellis@lacity.org) / [katherine.andiavigo@lacity.org](mailto:katherine.andiavigo@lacity.org)

**Last Day to Apply:** March 30, 2022