

## RESEDA PARK

18411 VICTORY BLVD., RESEDA CA 91335; 818-881-3882

# RECREATION ASSISTANT

## Summer Day Camp Counselor

**Job Description:** Under the general supervision of the full-time staff, the Recreation Assistant will supervise and lead children in the summer day camp program while implementing **SCHEDULED** activities, such as swimming, field trips, games, arts & crafts, etc. Ability to maintain a fun, safe, and age appropriate environment, experience working with children 3-14 and 14-17 years old (CIT/CCLP) in the recreation setting is required. Applicants must be prepared to facilitate and plan new activities if unforeseen incidents occur. Must be able to swim as weekly swimming is a part of the Summer Day Camp experience. Candidates must be able to respond to situations, such as behavioral problems or accidents, while maintaining communication with full time staff and appropriately logging description of events hence, creating record(s) relating to activities and/or accidents. They must be able to communicate camper participation and concerns with full-time staff and communicate with parents as needed. All incidents are to be reported to the Summer Camp Director. Candidates must be able to practice, enforce and support city policy, procedure, guidelines and trainings. Duties may extend beyond the description for the need of the program.

**Available Positions:** 0-8

**Available Hours:** 0-35 hours/week. 9 week session: June 2019 - August 2019

- Hours will vary, Monday-Friday, 7:00am-6:30pm
- Hours are based on enrollment, budget and program needs
- Mandatory Staff Training will be scheduled prior to the start of camp
- Applicants must be able to work the bulk of Summer Camp dates and times especially on Field Trip Days.

**Duties and Qualifications:**

- Supervision of children during day camp activities
- Engage in prep meetings before and/or during camp
- CPR/First Aid Certification (not provided by the Recreation Center)
- Experience working with children 3-13 and 14-17 years old (CIT/CCLP) in the recreation setting
- Knowledge of camp like activities such as arts & crafts, cooking, games, swim, field trips etc.
- Able to follow direction, especially when implementing scheduled activities
- Ability to move, carry and set up sports equipment, games, play equipment, and other supplies needed for programming
- Ability to maintain a fun, safe, and age appropriate environment
- Strong leadership skills
- Must be able to swim as weekly swimming is a part of the job requirement
- Possess an enthusiastic, kind, nurturing manner, and ability to inspire and motivate campers
- Responsible, reliable and professional
- Ability to communicate with parents in a professional and respectful manner
- Must dress appropriately for camp setting and engage in all camp activities
- Practice, enforce and support city policy, procedure, guidelines and trainings

**To Apply:**

Send Resume to:  
**Reseda Park, with the subject line:**  
SUMMER CAMP COUNSELOR  
Reseda Park  
18411 Victory Blvd.  
Reseda, CA 91335  
818-881-3882

**Last Day to Apply:** March 7, 2020 or until positions are filled.