RECREATION ASSISTANT  
Summer Camp Counselor

POSITIONS: 4

PROGRAM: Rose Hill Recreation Center Day Camp is designed for youth ages 5-12 years of age, and runs for approximately 9 weeks. Activities vary by day and include: arts and crafts, sports, swimming, and a weekly field trip. Camp hours are from 7:30 a.m.-6 p.m., Monday-Friday, excluding city holidays.

AVAILABLE HOURS: Hours vary. Approximately 1-20 hours per week, based on weekly schedule, shift availability and camper enrollment. Candidates must be available to work the entire duration of the summer and attend all pre-camp trainings (in entirety), CPR trainings, and must be CPR/First Aid certified.

DESCRIPTION OF DUTIES: A Summer Day Camp Counselor is responsible for planning, implementing, leading and supervising daily camp activities and working directly with the Facility Director. A Summer Day Camp Counselor must be able to handle positive contact with campers, patrons and all full time staff. Only Recreation Assistants may apply.

Duties include but are not limited to: Attending all planned program trainings and meetings; successfully implementing, leading and organizing camp activities; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures; standing and walking for entire shift.

ADDITIONAL DUTIES: Summer Day Camp Counselors visit the pool with campers and get in the water to supervise campers; participate with campers in physical activities such as drills, running, games; stand and walk for periods of 4-10 hours; lift 10-15 pounds; have a valid email address and respond to all work related emails in a timely manner.

QUALIFICATIONS: Previous Summer Day Camp experience is desired. A knowledge of camp activities, arts and crafts, outdoor nature activities, swimming, song leading, sports and drama are all highly desirable; ability to work effectively and positively with people; experience in the development and delivery of programs and activities for a camp population; knowledge of Microsoft Word, Excel, Publisher and Adobe; excellent writing skills and communication skills; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual.

SCHEDULE: DAYS OF THE WEEK, AND HOURS VARY. Monday-Friday and some weekends required (Training Sessions).

*Must be van trained through the City of Los Angeles, Department of Recreation and Parks.

To Apply Send Resume To: Rocío Contreras, Recreation Facility Director
Email: Rocio.h.contreras@lacity.org

Last Day to Apply: April 30, 2020 or until filled