

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**

**Venice Beach Recreation Center**

1800 Ocean Front Walk, Venice, CA 90291

**Westminster Community Center**

1234 Pacific Avenue Venice, CA 90291

**RECREATION ASSISTANT**

Day Camp Counselor

Summer 2023

**Available Hours**

- 0-39.5 hours per week

**Various shifts available:**

- Monday-Thursday, 7am - 1pm or 12:30pm-6:30pm (6 hours)
- Friday Field Trip Hours: 7am-6:30pm (11 hours - varies)

**Camp Availability:**

- June 12, 2023 thru August 11, 2023
- Hours are not guaranteed and based on weekly enrollment

**Job Description / Duties:**

- Greet parents and youth during check in and/or check out
- 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
  - supervising a group of 10-12 children leading 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.
- Will assist with the serving of lunch and preparation/serving of snacks.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment is 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.
- Ability to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.

***Candidates must be available all 9 weeks of camp.***

**To Apply:** Send resume to: [venicebeach.recreationcenter@lacity.org](mailto:venicebeach.recreationcenter@lacity.org)

**Last Day to Apply:** May 19, 2023

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

[https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)

