



**Westwood Recreation Center**

1350 S. Sepulveda Blvd., Los Angeles, CA 90025

Office: (310) 473-3610

Westwood.recreationcenter@lacity.org



**RECREATION AIDE**

**Summer Day Junior Camp Counselor – Ages 14-17**

**Available Hours:** 10-30 hours / week

**Hours:** Monday – Friday, 7:30am-6:00pm, Depending on needs of program.

**Description of Duties:**

Under the general supervision of Recreation Staff, staff would create a high quality, fun experience for every camper ages 5-12 years old. Duties include but are not limited to:

- Assist staff with creative activities ranging from singing camp songs, indoor and outdoor games, special events, arts and crafts, hikes, and field trips;
- Dress up for special events and participate in special event activities;
- Set-up and tear down games and activities.
- Complete light administrative work
- Ensure the safety, well-being, and personal growth of campers
- Be an active, supportive member of the Day Camp team.
- Problem solve through situations and seek assistance when necessary, follow directions, follow camp objectives, rules, policies, and guidelines, work to ensure all youth are comfortable, safe and included, and perform other duties as assigned.

**Qualifications:**

- Experience working with children ages 5-12 years old in a camp environment preferred.
- Must maintain safety standards and procedures
- Must be available to work from June 12 –August 11, 2023, and any hours of camp operations. Must also be available for pre camp trainings and/or meetings.
- Must be punctual and reliable.
- CPR and First Aide trained by the first day of camp preferred
- Must have an ability to establish and maintain an effective professional relationship with students, the public, community groups, staff and other relevant agencies.
- Must adhere to and apply Recreation and Parks policies and procedures daily.

**To Apply:** Send Resume to or apply with:

Jason Liss  
Westwood Recreation Center  
1350 S. Sepulveda, CA 90025 Email:  
Jason.Liss@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)