

L.A. City Department of Recreation and Parks

Balboa Sports Complex

17015 Burbank Blvd Encino Ca 91316 •

Phone (818) 756-9642 • email: balboa.sportscenter@lacity.org

Dear Counselor,

Thank you for your interest in becoming a Counselor for Balboa Summer Day Camp.

We look forward to your hard work and dedication throughout this summer.

Please complete this Camp Availability Worksheet. Take time to look at both your personal and academic schedules before filling out the availability worksheet.

Mark an **X** in each box of the date(s) you are **NOT** available to work.

Camp dates will be June 12, thru August 11. We will be looking for people **who will be available a minimum of SEVEN (7) Weeks of the NINE (9) weeks of camp.**

We also need you to be available 8:00am-5:00pm. Camp children need the Consistency of having the same counselor all day 5 days a week. Split shifts and “Two-Days-a-Week” availability are not conducive offering the best supervision and consistency of discipline.

You may either drop your form off into the park office or email it to:

Balboa.sportscenter@lacity.org. **Attention: Kathryn Penny**

Also, make a follow up phone call to the office to confirm we have received them.

Please look into finding a CPR & First Aid class between now and June 10.

We prefer that Counselors have this training for the safety of the campers.

MANDATORY Camp training will take place on EITHER:

Saturday June 3 or Saturday June 10 .

If you have any questions or concerns please feel free to call us, at (818) 756-9642 or email kathrynn.penny@lacity.org.

Thank you,

Kathyrnn Penny, Senior Recreation Director

Justin Flint, Recreation Coordinator

2023 CAMP Balboa

Counselor Availability Worksheet

Name _____

_____ I am available five days a week for Summer Camp 2023 between June 12 and August 11.

_____ I understand I need to be available minimum 7 weeks of the 9 weeks of camp.

_____ I am available between 8:00am -5:00p

_____ I am available for TRIP DAYs which will be Thursdays. I understand some Trips will be long days (10 hrs) and some trips will be shorter days (6-7 hrs).

	Monday	Tuesday	Wednesday	Thursday	Friday
WEEK 1	June 12	June 13	June 14	June 15	June 16
WEEK 2	June 19 CLOSED	June 20	June 21	June 22	June 23
WEEK 3	June 26	June 27	June 28	June 29	June 30
WEEK 4	July 3	July 4 CLOSED	July 5	July 6	July 7
WEEK 5	July 10	July 11	July 12	July 13	July 14
WEEK 6	July 17	July 18	July 19	July 20	July 21
WEEK 7	July 24	July 25	July 26	July 27	July 28
WEEK 8	July 31	Aug 1	Aug 2	Aug 3	Aug 4
WEEK 9	Aug 7	Aug 8	Aug 9	Aug 10	Aug 11

Put an X on EACH OF THE DAYS YOU ARE NOT AVAILABLE TO WORK