

# camp

HOLLYWOODLAND

## Description of Camp

Camp Hollywoodland is located in Griffith Park nestled in a canyon between the Hollywood Sign and the Griffith Park Observatory. Operated by the City of Los Angeles Department of Recreation and Parks, the camp was designed to provide camping and recreational programs for girls. The facility includes 10 cabins, rest rooms, showers, a craft-room, dance studio, adventure challenge course, and main lodge.

Counselors arrive on Monday mornings and go home Friday evenings. The week is filled with theme-based activities and everyday camp activities which include swimming, crafts, games, outdoor cooking, dance and many more.

Camp Hollywoodland provides overnight camping experiences and outdoor recreational programs for girls ages 6-17.

Camp Hollywoodland has maintained a high reputation of quality supervision and care for over 90 years. As a counselor on our staff you will be expected to adhere to all the guidelines set in our camp manual. Every minute of our weeks are planned with fun activities, and all counselors are expected to adhere to those schedules. To ensure that we keep quality staff throughout the season all counselors are subject to weekly performance reviews. In the review process you will be evaluated on things such as: punctuality, enthusiasm, supervision, communication and participation. Employment for the entire summer is not guaranteed, if we feel as though you are not meeting our expectations, or are not actively trying to improve as the summer goes on, you may be given a week or more off to ensure our quality of service is being upheld. Please consider these details when applying for a position at Camp Hollywoodland.

## Program Director's Message

Camp Hollywoodland has been offering quality programs since 1926. Our most popular program is our overnight summer camp for girls. We also offer parent/child weekends, movie nights, family day camps, girl getaway weekends, and winter camp. Each spring we hire 30-40 counselors, in addition to support staff for the kitchen, ropes course and swimming pool to help run our programs.

Working at Camp Hollywoodland is more than just a summer job. Every member of our staff is important to the success of our programs and we are very selective in hiring the right team. We are looking for multi-talented individuals who can work well in groups as well as independently, providing personalized attention and instruction to our campers.

We respect the unique skills and experiences each staff member brings to camp and welcome new ideas to enhance our traditions. Directors and Senior Staff work closely with Counselors to ensure they will have a positive and meaningful summer with the support and guidance they need.

Serving as a Camp Counselor can be a very challenging but rewarding experience for both the counselor and campers. You will come away from camp having had a variety of experiences, memories and friendships that you will cherish for many years to come.

Thank you again for your interest in Camp Hollywoodland. We look forward to receiving your application.

Sincerely,  
Lynette "Cricket" Smith  
Camp Director



## **Job: Camp Counselor**

**Counselor Purpose:** A Counselor's purpose is to help create community, help campers build relationships, to be a role model, help campers build self-reliance and provide campers opportunities to learn and master new skills.

Being a counselor means putting campers needs ahead of your own, being organized, timely and reliable with planning and leading activities, providing an emotionally and physically safe cabin environment so campers feel they are taken care of and are at their home away from home, working long hours, sometimes being sleep deprived, giving campers the attention they need to grow and being fun, funny, silly, crazy, creative and in costume on occasion.

## **Qualifications**

- Must be Female at least 18 years of age (males may apply for our Activity Leader positions)
- Must have High School Diploma or equivalent and preferably one year of college
- Some paid or volunteer experience working with children is desired but not mandatory
- Ability to identify and put campers needs first
- Ability to work as part of a team
- Present a neat and professional appearance
- Ability to teach a variety of activities
- Have an enthusiastic and positive outlook
- Ability to accept supervision and guidance
- Good character, integrity, judgment and adaptability
- Desire and ability to live and work in a community environment
- Have a strong desire to make a positive difference in a child's life
- Develop fun and positive relationships with campers and co-workers
- Ability to communicate and work with a variety of ages and skill levels
- Ability to supervise children in an all day and overnight environment
- Ability to speak and perform in front of large groups
- Excellent communication skills
- Ability to be patient, sensitive, understanding and nurturing
- Posses critical thinking skills and techniques to be applied to situations that may arise with campers
- In accordance with the City's Ordinance 187134, all future City employees must be fully vaccinated against COVID-19

## **General Responsibilities**

- Supervise children in an all day and overnight environment
- Responsible for the general wellbeing of campers
- Identify and meet campers needs
- Carry out and follow camp programs
- Provide a safe, friendly, loving, encouraging environment to campers and co-workers
- Camp runs from June 5, 2023 - August 11, 2023. Dates may vary depending on COVID protocols.



## **Job Description:**

### **Knowledge, Skills, Abilities:**

- Ability to ensure the health, safety and well-being of all campers in your group
- Ability to relate to campers of different age groups in a positive manner
- Ability to create, plan and lead a variety of activities
- Ability to relate to and work with peers in a positive manner
- Ability to take direction from supervisors (including constructive criticism)
- Ability to communicate appropriately with campers, co-workers and supervisors
- Ability to speak in front of groups both large and small, lead cabin orientation, activities and all-camp events
- Ability to be punctual to camp and to all activities
- Ability to follow all camps policies, procedures and rules
- Basic CPR, First Aid and AED certification (must obtain certification before 6-5-23)
- Ability to recognize and respond to emotional, physical and personal needs of campers
- Ability to make appropriate decisions based on the training received when it comes to campers, parents and staff

### **Relationships:**

The success of our camp program is dependent on the relationships counselors build with campers and other staff members. It is expected that counselors, when interacting with others, are respectful, friendly and inviting. A counselor's main priority is her campers daily needs. A counselor is also responsible for forging relationships with parents during check-in and check-out, bonding with her campers and being a positive role-model.

### **Physical Requirements of the job:**

- Physical endurance to walk / hike long distances
- Physical ability to participate in activities (some requiring prolonged standing, sitting, and bending)
- Physical ability to participate in activities with campers such as running, swimming, climbing and playing games
- Ability to lift 30 pounds
- Ability to live in a camp setting which requires sharing a cabin with up to 18 campers and 2 counselors
- Ability and willingness to work irregular hours
- Comfort with exposure to animals including dogs, coyotes, mountain lions, bobcats, snakes, bugs, rabbits, and squirrels
- In the presence of campers, ability and willingness to eat food provided by the camp kitchen



## Our Ideal Candidate

We are looking for people who have a sincere desire to work and live with children, people who are ready to work an irregular work schedule, people who are caring, nurturing and patient, people who are capable of leading activities, living in a group setting, and people who are truly kids at heart. Our ideal candidate will understand the importance of building relationships, have an outstanding work ethic and believe it is their job to make a positive difference in a child's life.

## Hiring Process

1. Fill out an application and submit to: Camp Hollywoodland 3200 Canyon Dr. Hollywood, CA 90068 or email to [camp.hollywoodland@lacity.org](mailto:camp.hollywoodland@lacity.org)
2. If your application is selected, you will be contacted for an **in-person** interview. The interview process could include up to 3 interviews. An interview does not guarantee a position.
3. Applications will be accepted November 1, 2022– April 15, 2023 or until positions are filled.
4. If you are selected to be a camp counselor you must fill out an official City of Los Angeles hiring application, get a TB test and be fingerprinted at an official City of Los Angeles fingerprinting facility.
5. Once selected to be a camp counselor, you will need to be certified in Infant, Child and Adult CPR, First Aid and AED by the American Heart Association. Classes must be completed in 2023.

## Training

Our first staff meeting is Friday May 19, 2022. Our mandatory in-service training is June 5-11, 2023. All dates are mandatory. During the week-long training you will be spending the night at camp.

## Salary

First year counselors start at \$600 per week. In addition to the weekly salary, all meals and snacks are provided, lodging for Monday through Friday, staff shirts, memories and friendships that will last a lifetime.



Counselor Application

Personal Information

Name: \_\_\_\_\_

Permanent Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email Address \_\_\_\_\_

Camp Experience

Have you ever been:	Number of years:	Overnight or day camp:	At what camp:
A camper			
A counselor			

Education

Years	School	Major	Degree Granted

Employment Experience

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Dates Worked: \_\_\_\_\_ Can we contact? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Description: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Phone #: (\_\_\_\_) \_\_\_\_\_

Dates Worked: \_\_\_\_\_ Can we contact? \_\_\_\_\_ Reason for Leaving \_\_\_\_\_

Job Description: \_\_\_\_\_

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## Leadership skills

Please read and evaluate your experience in the following categories according to the scale below:

1 = "I've done it."

2 = "I've done it, I can try to lead it."

3 = "I've done it, I've led it, I am ready to go."

## Arts and Crafts

- Camp Crafts
- Painting
- Drawing
- Animation
- Lanyards
- Friendship bracelets
- Tie-dye
- Other

## Theater/Drama/Music

- Improv
- Acting
- Play writing
- Singing
- Guitar

## Sports/Games

- Basketball
- Volleyball
- Soccer
- Archery
- Swimming/Diving

- Water aerobics
- Gymnastics
- Synchronized swimming
- Game Leading

## Dance/ Exercise

- Jazz
- Ballet
- Hip hop
- Yoga
- Pilates
- Kickboxing
- Karate/martial arts
- Hula hooping
- Zumba
- Line dancing
- Swing dance

## Nature

- Hiking
- Environmental awareness
- Geo caching
- Sciences
- Astronomy

- Biology
- Outdoor cooking

## Misc.

- Make-up/beauty/hairstyling
- Color Guard
- Cheerleading
- Newspaper production
- Creative writing
- Poetry
- Puppetry
- Baking/cooking
- Drill team
- Sign language
- Fashion Design
- Other \_\_\_\_\_
- Other \_\_\_\_\_
- Other \_\_\_\_\_

**For the following questions, please put some thought into them before answering. These questions will help us get to know you. The more you tell us, the better.**

1. Has anyone at Camp Hollywoodland recommended you? If so, whom? How do you know him/her?
  
  
  
  
  
  
  
  
  
  
2. How did you hear about the position?
  
  
  
  
  
  
  
  
  
  
3. Please list your participation in clubs or groups:



4. Why do you want to be a counselor at Camp Hollywoodland?

5. What do you expect or hope to gain from the counselor experience?

6. How can you contribute to the program at Camp Hollywoodland?

First Aid Certification: Type \_\_\_\_\_ Expiration Date: \_\_\_\_\_

CPR Certification: Type \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Summer Dates Available: From: \_\_\_\_\_ to \_\_\_\_\_

Please return to: Camp Hollywoodland  
3200 Canyon Drive  
Hollywood, CA 90068 -OR-  
Email to: [camp.hollywoodland@lacity.org](mailto:camp.hollywoodland@lacity.org)

**\*This is only an application. It does not guarantee a position as a counselor.**