



Encino Community Center

4935 Balboa Blvd. * Encino, CA 91316 * Phone: (818) 995-1690

Email: encino.communitycenter@lacity.org



Summer Camp Counselor Application

Junior Counselors: 16-17 years * **Senior Counselors:** 18 years & over

Job Description:

The Camp Counselors top priority is the supervision, safety, and happiness of the campers. Candidates are responsible for producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years.

They are to always have an enthusiastic and positive attitude as they are a role model and mentor to CIT's, and Campers. Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities to CIT's assigned to their group. Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of "Band-Aid" first aid.

This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

Position Requirements

Applicants must be at least 16 years of age by the first day of camp. Candidates should have experience in working with children. Previous experience in working with any type of camp program, youth service program, or child care program is preferred.

- ✓ Must be certified in CPR & First Aid (proof of certification must be submitted by Friday, June 5, 2020).
- ✓ Must be available to work June 15th - August 14th Monday-Friday between the hours of 7:30am-6:00pm
- ✓ Must attend 2 mandatory training dates: Dates are subject to change without notice.
 - **New Staff Orientation:** Thursday, June 4th from 6:00pm-7:30pm
 - **All Staff Training:** Saturday, June 6th from 9:30am-5:00pm.
- ✓ Must have the ability to swim and prepared to actively swim & supervise children in a pool when needed and on water park field trips.

To Apply

All applications must be accompanied with a resume, and submitted in the office or by e-mail to cynthia.dib@lacity.org by **Friday, March 13, 2020**. Upon receipt of your application you will be contacted and scheduled for a group interview.

Thank you,

Cynthia Dib, Recreation Facility Director

Office Phone: (818) 995-1690 • **e-mail:** cynthia.dib@lacity.org

APPLICANTS WHO DO NOT MEET THE GUIDELINES WILL NOT BE CONTACTED FOR AN INTERVIEW



Los Angeles City Department of Recreation and Parks
CAMP ENCINO
 4935 Balboa Blvd. * Encino, CA 91316 * Phone: (818) 995-1690



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Application Date ____ / ____ / ____

General Information

Are you available to would June 15 - August 14, 2020? (please indicate) YES / NO

If NO, please explain _____

Please give a brief description of why you are applying for this position; _____

Personal Information

Name:	LAST	MIDDLE	FIRST	AGE	BIRTHDATE	SEX Male / Female	
Address:	NUMBER		STREET		CITY	STATE	ZIP
E-mail Address:	E-MAIL ADDRESS			CELL TELEPHONE		HOME TELEPHONE	

Emergency Contact

Name:	LAST	FIRST	RELATION	CELL TELEPHONE	HOME TELEPHONE		
Address:	NUMBER		STREET		CITY	STATE	ZIP

Education

Education	Name of School	Education Level	Major	Fall Date School Resumes
High School				
College				Graduation Year
Other				Completion Date

Related Work Experience (with children)

May we contact them? Yes / No

Employer's Name	Phone Number	Job Duties	Employment Dates

References

May we contact them? Yes / No

Name	Phone Number	Relation	Length of Relation

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Are you certified in any of the following?

Type of Certificate	Certified? (circle one)		Expiration Date	If not, are you willing to get certified?
First Aid	Yes	No		
Infant / Child CPR	Yes	No		
Adult CPR	Yes	No		
Water Safety	Yes	No		

Youth Services, Clubs, Agencies, Organizations in which you belong or lead;

Activities

Please check off any activities you have taken part in regularly

Performing Arts

- Acting
- Skits
- Puppetry
- Square Dancing
- Country Dancing
- Ballet
- Tap
- Hawaiian Dance
- Street Dance
- Hip Hop
- Jazz
- Piano
- Guitar
- Singing
- Baton
- Rhythm Band
- Other _____

Arts & Crafts

- Ceramics
- Ecology Crafts
- Lanyards
- Model Building
- Drawing
- Painting
- Jewelry
- Leather
- Nature Crafts
- Cooking
- Sewing
- Knitting / Crochet

Games & Sports

- Baseball
- Basketball
- Badminton
- Softball
- Football
- Soccer
- Volleyball
- Tennis
- Golf
- Track-n-Field
- Jump Rope / Hop Scotch
- Martial Arts
- Roller / In-line Skating
- Hockey
- Cheerleading

Camping Outdoor

- Cooking BBQ
- Pitching Tents
- Trail Marking
- Song Leading
- Games
- Map Reading

Physical Fitness

- Aerobics
- Yoga
- Stretching
- Gymnastics
- Kick Boxing

Other Skills

- Typing WPM_____
- _____

Have you organized or directed others in any of the above activities?
