

**CITY OF LOS ANGELES**  
**DEPARTMENT OF RECREATION AND PARKS**  
**NORTH HOLLYWOOD RECREATION CENTER**  
11430 Chandler Blvd., North Hollywood, CA 91601  
PHONE: (818) 763-7651

**RECREATION ASSISTANT: DAY CAMP COUNSELOR**

**NUMBER OF POSITIONS AVAILABLE**

3

**Available Hours:** 0-30 hours per week, (Hours will vary based on program needs)

June 2<sup>nd</sup>, 2024 through August 16<sup>th</sup>, 2024

Various shifts Monday-Friday, 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs)

**Job Description:** Seeking motivated candidates who will work as a Camp Counselor mainly outdoors.

**Responsibilities:**

1. Greet parents and youth during check in and/or check out
2. Facilitate and supervise recreational activities in a day camp setting.
3. Including, but are not limited to, organizing individual and group activities, while being creative and energetic
4. Supervising a group of 10-12 children
5. Leading children in creative activities, including indoor and outdoor games, sports, science special events, arts and crafts, and hikes,
6. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
7. Will assist with the serving of lunch and preparation/serving of snacks.
8. Attend to individual needs of the youth ex: restroom use, injuries.
9. Ability to function without a cell phone for extended periods of time.
10. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
11. Be available all 9 weeks of camp.
12. Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands, pool assignment.
13. Must adhere to City and Department policies and procedures.
14. Required to wear staff day camp uniform and/or badge. Required to dress in appropriate attire.

**Qualifications:**

1. Have experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
2. Ability to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 40 lbs.
5. Ability to have exposure to the sun.
6. Be able to follow directions, be on time, and reliable.
7. Be CPR & First Aid certified by the first day of camp.
8. Bilingual desirable

**To Apply:** Email resume to [gus.sedano@lacity.org](mailto:gus.sedano@lacity.org) and [rosie.perez@lacity.org](mailto:rosie.perez@lacity.org)

**Last Day to Apply:** May 14, 2024.

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)