

QUEEN ANNE RECREATION CENTER

1240 West Blvd.
Los Angeles, CA 90019
(323) 857-1180

RECREATION ASSISTANT (Summer Day Camp Counselor & Sports Coach)

NUMBER OF POSITIONS AVAILABLE: 3

DAYS / HOURS: MONDAY – SATURDAY/ HOURS VARIES

WEEKLY AVAILABLE HOURS: Varies from 3 - 25 hours per week.

DESCRIPTION OF DUTIES: Well Rounded Recreation Assistant will work under the general supervision of the Facility Coordinator and the Facility Director as a Summer Camp Counselor, Coaching Sports, and After School Program. It will be interchangeable, depending on need. Requires to be a self-starter, adapt well to a variety of situations, willing to assume personal responsibility for maintaining a safe environment, present a clean, neat appearance appropriate to public contact, and able to make independent and responsible decisions. Must enforce policies, rules, regulations, and procedures. Other duties as assigned.

Summer Day Camp Counselor consist of working with youth camp ages 5-12. Activities vary day by day and includes: arts & crafts, sports, songs, swimming, games, outdoor nature activities, and weekly field trips. Counselor is responsible for planning, creating, implementing, leading, and supervising daily camp activities. During swim days, staff is required to enter pool water to safely engage and supervise campers. Record keeping is important as well as filling out necessary paperwork. This position involves participation in activities that require the ability to perform strenuous labor and activity including, but not limited to physical activities such as safety drills, running, games, walking a few miles for trips, setting up tables and chairs, etc. Must be able to operate outside with daily exposure to the sun, heat, and varying weather. Communicates effectively orally and in writing, with campers, patrons, volunteers, and staff.

Sports Coach needs to be well versed in being able to provide an enjoyable and safe sporting experience for an assigned group of youngsters while they learn individual and team game skills, sportsmanship, and fair play. Exude enthusiasm and positive spirit with a commitment to equal participation: "every child's a winner...every child plays." Exhibit patience, punctuality, maturity, and dependability. Good organizational skills. Be equipped with the basic knowledge of said sport to teach and officiate the youth to be successful.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Must be able to do both Camp and Coach
- Must have a valid Driver's License and be willing to get van trained to take youth and teens on field trips.
- Experience working with children is required.
- Self-Motivated with a great personality, reliable and dependable.
- Must have computer skills, primarily with Word and Excel to create flyers, rosters, update forms, etc.
- Ability to sit, stand, walk, crouch, stoop, squat, and lift 25 lbs. Exposure to heat, noise, and outdoors.
- Excellent communication skills and the ability to work in a fast-paced environment.
- CPR/First Aid certified preferred.
- Bilingual in Spanish is preferred, but not mandatory.

TO APPLY: No faxes will be accepted. E-mail resume to: runako.ellis@lacity.org/devin.johnson@lacity.org

Last Day to Apply: February 14th, 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf