



City of Los Angeles Department of Recreation & Parks
EXPO CENTER SUMMER CAMPS
3980 South Bill Robertson Lane
Los Angeles, CA 90037
Office: 213.763.0114 ext. 227/228, Fax: 213.763.3117

RECREATION ASSISTANT / SUMMER CAMP COUNSELOR

CAMPS OPERATIONS: Camp hours are from 7:00a.m.-6:00p.m., Monday-Friday, excluding city holidays. Summer Camp programs are for approximately Nine (9) weeks.

CAMP PROGRAMS: The Day Camp program is designed for youth ages 6-12 years and Teen Camp is designed for ages of 13-15 years. Leading and/or teaching various classes such as music, science, technology, engineering and mathematics, cooking and sports. Activities vary by day and include, but are not limited to; arts and crafts, swimming, sports, physical activity, STEM, music, drama and a weekly field trip.

AVAILABLE HOURS: Hours vary. Approximately 0-30 hours per week, based on weekly schedule, shift availability and camper enrollment. Candidates must be available to work June 17, 2024- August 9, 2024 and must be able to attend pre-camp training (in entirety), must be CPR certified.

AVAILABILITY: A Camp Counselor MUST be available the entire length of the summer, June 17th August 16th, 2024. Vacations and/or days off requested longer than two consecutive days may not be given without adequate request. Must be available to attend the following meetings: General Camp Meeting: Wednesday May 15th, 2024
Final Camp Meeting: Wednesday May 29th, 2024

Must attend two of the following:

Camp Workshop 1: Saturday May 11th, 2024

Camp Workshop 2: Saturday May 18th, 2024

DESCRIPTION OF DUTIES: A Summer Camp Counselor will be required to be flexible to work for all camps: Day and Teens. You will be responsible for planning, implementing, leading and supervising daily camp activities and working directly with the Recreation Coordinator. A Summer Camp Counselor must be able to handle positive contact with participants, patrons and all full-time and part-time staff. Must serve as a positive role model for children by displaying appropriate dress, speech, work ethic and attitude. Ensure that all rooms/ areas are clean, organized and safe. Counselors should have the ability to follow directions, but take initiative when necessary. Other duties assigned by your supervisor.



DUTIES INCLUDE BUT ARE NOT LIMITED TO: Attending all planned program trainings and meetings; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures. Camp Counselor must assist in mentoring summer interns in a positive and constructive role. Summer Camp Counselor must demonstrate effective leadership and programming abilities; enable youth in developing positive skills; providing a safe, inclusive environment and camp experience. Camp Counselors are responsible for the well-being of a group of campers, under the guidance of the Recreation Coordinator. Lifting between 5-20 lbs. is required to conduct physical activities, room set-ups and assist in any other program activity which requires lifting.

POOL AND SAFETY DUTIES: Summer Camp Counselors visit the pool 2-4 days a week with campers, and are required to enter pool to safely engage and supervise campers; participate with campers in outdoor physical activities such as drills and games; stand and walk for periods of 4-10 hours; lift 5-20 pounds; exposed to the sun/heat for periods of 4-10 hours and be able to respond to emergency situations in a timely manner.

QUALIFICATIONS: *Must be 18yrs or over to apply.* Camp Counselors must have knowledge of camp activities, outdoor nature activities, swimming, song leading, sports, fitness, technology and drama are all prerequisites; ability to work effectively and positively with people; experience in the development and delivery of programs and activities for a camp population of 100 or more; excellent writing skills and communication skills; ability to work in a fast-paced environment and efficiently multitask; ability to be punctual, take initiative, be dependable, participate effectively with other staff in implementing fun and creative camp activities. Camp Counselors must be able to: multi-task, work under minimal supervision and instruction. Must be able to problem-solve, have a flexible work schedule and do any other duties, as needed. Camp Counselor must be able to operate with daily exposure to the sun, heat and varying weather. This position requires physical endurance including standing, some bending, stooping and stretching and lifting 50 lbs. Knowledge in Microsoft Word, Excel, Publisher, is desired. Bilingual person is desired.

Reports to: *LaRonica Southerland, Recreation Director*
Hugo Aguirre, Recreation Coordinator

Please Send Resume to: LaRonica.Southerland@lacity.org , cc: Hugo.Agurrie@lacity.org

LAST DAY TO APPLY: **Friday 28th, 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