

# Northridge Recreation Center

18300 Lemarsh St., Northridge, Ca 91342

## RECREATION ASSISTANT

Day Camp Counselor  
Summer 2023

### **Available Hours:**

0-40 hours per week – seasonal

Camp runs June 12 thru August 11; hours are not guaranteed and based on weekly enrollment

### **Job Description / Duties:**

Assist full-time recreation staff in the delivery of recreational activities or programs in a day camp setting. Duties may include but are not limited to organizing individual or group activities; supervising children; leading children in creative activities ranging from singing camp songs, indoor and outdoor games, special events, arts and crafts, hikes, pool trips, and field trips; dress up for special events and participate in special event activities; set up and tear down games and activities. Must be comfortable in the water for pool and beach trip days. Must be able to actively lead children, work independently and work collaboratively with others. Must be able to work weekends, holidays, days and evenings as needed. Must be able to attend all pre-camp training sessions. Must have basic computer skills. Must be able to work Monday – Friday, 7:30 am – 6:00 pm for the entire 9 weeks of camp. Maintenance assistance will include working with our Senior Gardener to clean up and maintain the park grounds on a daily basis and other duties as assigned.

**Hours:** 7:30am – 6:00pm Monday - Friday (some days may extend beyond hours listed)

### **Qualifications:**

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment is preferred.
- Must like working with children.
- Must be able to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all camp activities including but not limited to walking and standing for long periods of time, working outside, working in the sun, squatting, kneeling, swimming and lifting/carrying at least 25 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of camp.
- Current CPR/First Aid Certification preferred

### **To Apply**

Send resume to: Dwayne Finley  
[dwayne.finley@lacity.org](mailto:dwayne.finley@lacity.org)  
Amanda Saldivar  
[Amanda.saldivar@lacity.org](mailto:Amanda.saldivar@lacity.org)  
Jonathan Sanchez  
[Jonathan.sanchez@lacity.org](mailto:Jonathan.sanchez@lacity.org)

**Last Day to Apply:** February 18, 2023

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)