

City of Los Angeles, Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd., Encino, CA 91316

RECREATION ASSISTANT

AVAILABLE HOURS: 0-39.5 hours/week

Monday – Friday, 7:00am-7:00pm

Summer Camp runs June-August, 2026

Exact schedule will be based on enrollment and the needs of the program

Training will be provided prior to the start of the program

PAY RATE: \$23.92/hr.

DESCRIPTION OF DUTIES:

Supervision of campers. Counselor will create and/or implement activities related to the program including, but not limited to, sports, arts & crafts, games, camp songs, science, water activities and weekly theme related activities. The ability to participate in all scheduled activities pertaining to camp & additional duties as needed for the effectiveness of the program such as set up & clean up, lifting & moving equipment, canopies, tables, and water coolers. Counselor are to adhere to all City and departmental policies as well as all safety and health protocols. Additional responsibilities not listed may be needed for the effectiveness of the program.

QUALIFICATIONS:

- Applicants must be at least 18 years or older
- Must be available the duration of summer
- CPR/first aid is mandatory
- Experience working with school aged kids and large groups is preferred
- Responsible and reliable
- Communicate clearly and effectively, both orally and in writing
- Effective customer service skills
- Ability to supervise campers and engage in all camp activities including exposure to the sun and able to stand and walk for extended periods of time
- Ability to move, carry and set up sports equipment, games, crafts and other supplies needed for programming
- Enthusiastic, responsible, reliable, professional and the ability to display good judgement and inspire and motivate campers
- Ability to follow direction and adapt to change
- Ability to swim is preferred

TO APPLY: Send resume to the following email address:

Email: balboa.sportscenter@lacity.org

Subject: ***Recreation Assistant***

LAST DAY TO APPLY: Friday, May 1st, 2026