



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## Van Nuys Sherman Oaks Recreation Center

14201 Huston Street Sherman Oaks, CA 91423 Phone: (818) 783-5121

### Seasonal Summer Camp Director (3 positions)

#### AVAILABLE HOURS:

Monday through Friday, June 15 – August 7, as early as 7:00am until 7:00pm at the latest. Seasonal position (10-40 hours) per week (May vary depending upon Camp enrollment).

#### JOB DESCRIPTION:

Under the direction of the Recreation Coordinator, will supervise the safety of the Camp Counselors and Campers attending the Summer Day Camp at Van Nuys Sherman Oaks Recreation Center location; including, but not limited to supervise part-time staff, coordinate and communication. They are to always have an enthusiastic and positive attitude as they are a role model and mentor to Junior Counselors, CITs, and Campers. Senior Counselors are ultimately responsible for all aspects of their group, including the completion of all programmed activities and initiation of filler activities during down time (free-time). They are responsible for properly training and the delegation of responsibilities for the Senior and Junior Counselors and CITs assigned to their group. Senior Counselors are responsible for the initial discipline of campers including warnings, redirection of behavior and reflection time (not time-out), and the performance of “Band-Aid” first aid.

#### DESCRIPTION OF DUTIES:

- Greet parents and youth at check in/out. Verify authorized drop-off and pickup status.
- Candidates will be responsible for supervising, producing, leading and implementing age appropriate indoor and outdoor activities including, songs, spirited chants, science, drama, sports, games, cooking, arts & crafts, special events, swimming, water activities, field trips, etc. for children ages 3-15 years.
- Set-up, break-down program/activity equipment and any other program/activity related materials and sanitize areas and equipment. May include lifting equipment up to 30 pounds, standing for prolonged periods, walk long distances, frequent bending and crouching and setting up canopies, tables, water coolers, camp games and activities for campers. Must be able to withstand daily exposure to the sun, heat, and cold weather.
- Adhere to City and departmental policies and procedures; perform related duties as required.
- Oversee in daily waterplay or swimming.
- Ability to show up on time and be prepared to work for the day.
- Other assigned duties as assigned by the Recreation Coordinator.

#### POSITION REQUIREMENTS:

- Applicant must be at least 18 years of age.
- Prefer at least one year of experience working with children in a group setting.
- Must be certified in CPR & First Aid (proof of certification must be submitted by **Monday, June 1, 2026**).
- Required staff orientation and training days held on **June 9<sup>th</sup> & 11<sup>th</sup> from 5:00 pm-9:00 pm**.
- The ability to swim and be prepared to actively swim & supervise children in a pool and/or water park field trips.

#### TO APPLY:

**Diego Ramorino and Christina Henry** c/o

Van Nuys Sherman Oaks Recreation Center

14201 Huston Street Sherman Oaks, CA 91423 Phone: (818) 783-5121 Email:

Send Resume to:

[diego.ramorino@lacity.org](mailto:diego.ramorino@lacity.org) and [christina.henry@lacity.org](mailto:christina.henry@lacity.org)

#### LAST DAY TO APPLY:

**Friday, May 1<sup>st</sup>, 2026**