

**Harbor City Recreation Center**

24901 Frampton Ave, Harbor City CA, 90710

**Recreation Assistant (Camp Counselor) 2 spots**

**Available Hours:**

0-40/week Monday-Friday 7:30am-6pm (all summer)

Hours: Will vary based on registration and program needs.

**Description of Duties:**

- Set-up and break down supplies and equipment for the day camp programs including but not limited to lining fields, organizing game equipment, moving storage, score tables, chairs, games, activities, crafts and more.
- Be in charge and be able to supervise 10 kids in a group. Be responsible their safety and wellbeing.
- Attend field trips and lead a group of kids thought a theme park or trip activity
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, etc.
- Assist recreation coordinator and director with additional program needs such as contacting campers, sending important reminders, office coverage, submitting documents, distributing supplies and more.
- Required to wear a staff day camp uniform and badge. Required to dress in appropriate attire.
- Required to participate in all camp activities including games, camp songs, dance activities, sports, etc.
- Adhere to all facility and department policies and procedures.
- Be able to lift 10-25lbs.

**Qualifications:**

- Be self-driven, professional, and possess a good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Ability to be upbeat and energetic throughout program activities.
- At least 3-5 years of experience in enrichment and sports programs. (Camp experience preferred)
- Candidates are to be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To Apply:** Email Resume to: [angela.pena@lacity.org](mailto:angela.pena@lacity.org)

**Last day to apply:** May 16<sup>th</sup>, 2026