

City of Los Angeles Department of Recreation and Parks

WINNETKA RECREATION CENTER

8401 Winnetka Avenue, Winnetka, CA 91306 • Phone: (818) 756-7876

Recreation Aide – Camp Counselor

Ages 16-17

Available Hours: 0-40/week | Monday – Friday | 7am-6pm

(Hours may vary depending on the needs of the program.)

*3 Positions Available

Description of Duties:

- Greet parents and youth during check in and/or check out
- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- 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, swimming, field trip activities etc. Initiate activities during free-time; address discipline with warnings, redirection, behavior, reflection/cool-down periods and first aid
- Required to dress in appropriate attire including staff camp shirt, full swimsuits/trunks, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Ability to be available all 8 weeks of camp.

Preferred Qualifications:

- To be self-driven, professional, and possess a good work ethic.
- Excellent and effective communication skills with, children, staff and patrons.
- Ability to be upbeat and energetic throughout program activities.
- Candidates must be available during all hours listed.
- Must be certified or able to get CPR/First Aid certification.

To apply please send your resume:

Drop Off/Mail To: Winnetka RC – Attn Vanessa Meza 8401 Winnetka Avenue Winnetka, CA 91306	E-mail To: Winnetka.recreationcenter@lacity.org Subject: WRC Rec Assistant – Camp Counselor 2026
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Last Day to Apply: Until position is filled.