



## DAY CAMP COUNSELOR

### THE POSITION

The City of San Fernando is seeking experienced and responsible professional to become a Day Camp

Counselor in our Recreation and Community Services Department.

Under direction of the Program Specialist or Senior Day Camp Counselor, to monitor and supervise the activities of children in a day camp setting; will be responsible for about 10 to 15 children daily, and perform other related duties as required.

### IMPORTANT AND ESSENTIAL DUTIES

The duties listed in this bulletin are intended only as illustrations of the various types of work that may be performed. The complete job specification may be found here:

[SFCITY.ORG/Hiring-Now/#Job-Specs](http://SFCITY.ORG/Hiring-Now/#Job-Specs)

- Leads, directs, and supervises children, ages six to 12, in games, activities, excursions, and other outdoor activities.
- Observes and monitors children in camp, and responds to unsafe acts or conditions.
- May administer First Aid.
- Adheres to City and departmental policies and procedures.
- Performs other related duties as assigned.

## JOB-RELATED AND ESSENTIAL QUALIFICATIONS

### Knowledge Of:

Methods and practices used in maintaining an effective day camp program and program promotion and advertising.

### Ability To:

Establish and maintain effective working relationships with the children, the general public, and staff. Apply CPR and First Aid. Understand and follow written and oral instructions.

### EXPERIENCE AND TRAINING GUIDELINES

A typical way of obtaining the knowledge, skills and abilities would be the following:

### Experience:

One year of experience in working with children ages six to 12 years old, in a day camp setting, an organized recreational program, or related activity is required.

### Training:

High School graduation or GED equivalent is required by time of hire.

College level coursework in Child Development or Recreation is highly desirable.

### Special Requirements:

Must be at least 18 years of age at the time of hire or have a youth work permit if under 18.

Must have own transportation to travel within City limits.

## EXPERIENCE AND TRAINING GUIDELINES – Continued

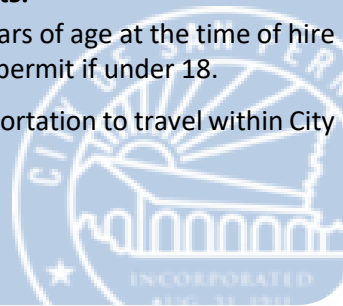
### Desirable Requirements:

Ability to understand and speak Spanish. Certification in First Aid and CPR.

### Physical Abilities & Environmental Conditions:

Ability to sit, kneel, stand, walk, crouch, stoop, reach, twist, climb, and lift 50 lbs; may be exposed to the sun, and work under high and low temperatures (mostly between 40 and 90 degrees); and may be exposed to frequent loud noises and toxic/poisonous substance, as well as, slippery surfaces.

**Parks  
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Life  
Better!** <sup>SM</sup>



## COMPENSATION & BENEFITS

**Hourly Salary: \$16.50 - \$20.06**

*NOTE: This is an at-will, part-time position with minimal benefits.*

**WORK SCHEDULE** 18 to 20 hours per week. Flexible schedule; may be required to work a variety of shifts, as needed.

**BILINGUAL BONUS** \$50 per month upon passing Bilingual Spanish exam.

**TUITION REIMBURSEMENT** Up to \$1,500 per fiscal year for approved courses.

## HOW TO APPLY

### DOWNLOAD AN APPLICATION

- Visit [SFCITY.ORG/Hiring-Now](https://www.sfcity.org/Hiring-Now)
- Scan the QR Code
- Pick-up at San Fernando City Hall (117 Macneil St, San Fernando)



### SUBMIT APPLICATION OR QUESTIONS TO:

City of San Fernando Human Resources Division  
117 Macneil Street, San Fernando, CA 91340  
[HumanResources@sfcity.org](mailto:HumanResources@sfcity.org) | (818) 898-1221

POSTED: 4/8/25

In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or other legally protected status in employment or the provision of services. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice. The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.



## ABOUT THE CITY

Only 23 miles north of downtown Los Angeles, the City of San Fernando is nestled at the foothills of the San Gabriel Mountains in the San Fernando Valley. Incorporated in 1911, San Fernando has a population of approximately 25,000, and is a diverse, family-oriented community of about 2.4 square miles. The City of San Fernando is a full-service General Law City with in-house Police, Public Works, Finance, Community Development, Recreation and Community Services, City Clerk and Administration departments. The City contracts for fire services with the City of Los Angeles. The City is governed by a five-member City Council who serves four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



INVITES  
APPLICATIONS  
FOR

# DAY CAMP COUNSELOR (PART-TIME SEASONAL)

HOURLY SALARY

**\$16.50 - \$20.06**

FILING  
DEADLINE

**APRIL 24, 2025  
AT 5 PM**

