City of Los Angeles
ZOO DEPARTMENT
LEARNING AND ENGAGEMENT DIVISION

TEMPORARY PART-TIME JOB BULLETIN
RECREATION INSTRUCTOR B (Lead)

SALARY
$23.74 per hour
(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

SCHEDULE
The tentative start date for Lead Instructor may be as early as April 22, 2024. Tentative Zoo Camp dates: June 10-August 9, 2024; approximately 40 hours per week; Monday-Friday; 8-hour shifts which may start as early as 7:00 a.m. and as late as 5:30 p.m.

LOCATION
Los Angeles Zoo – 5333 Zoo Drive, Los Angeles, CA 90027

DUTIES / JOB DESCRIPTION
This is an at-will exempt intermittent position which can be terminated at any time without cause. Assists professional Zoo employees in planning, organizing and conducting a comprehensive program of community recreation activities; and does related work.

Distinguishing Features
The Assistant Camp Director assists the Camp Director and/or Education Curators in the coordination of camp activities and assistant assignments. They also have the responsibility to oversee the well-being of the instructors, counselors and campers.

Examples of Duties:
Supervise and occasionally assist camp instructors, counselors and assistants in camp programs; assist in training the summer camp staff in the performance of their duties; assist the Education Curators in the coordination of the overall camp program. The Assistant Director may also act as a liaison between camp administration and the summer camp staff as well as the first point for parent questions/concerns. Maintain radio contact with all staff and security. Wear camp cell phone at all times. Handle all logistics for program, including check-in procedure, etc. Print out check-in sheets and schedules each day. Coordinate each camp and ensure that each is equipped with appropriate supplies. Keep staff on track. Maintain craft and snack areas. Help enforce current COVID-19 protocols.

REQUIREMENTS
Qualifications
- College degree with a background in biology, zoology, education or psychology preferred
- Experience teaching and instructing children (Kindergarten - 8th grade) required
- Ability to learn the principles, practices and methods of organizing, conducting and directing camp activities; the use of facilities and equipment; administrative policies and procedures; the principles and techniques of first-aid; the ability to organize, instruct and participate actively in a wide variety of camp activities; the ability to prepare written reports; the ability to communicate and deal with other people and the ability to supervise volunteer workers.
- Excellent customer service skills are required.
- Bilingual is a plus.
- Must be available to work holidays and the entire duration of summer camp.

The Los Angeles Zoo strives to have a workforce that is representative of the diverse communities of Los Angeles and we encourage people of all backgrounds, including applicants who identify as Black, Indigenous, people of color, people with varying abilities, women and of the LGBTQAI+ communities, to apply.
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Physical Requirements  
Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; body agility and equilibrium for activities including touring and games; back and leg coordination for activities involving stooping, kneeling, and crouching. Zoo Camp requires daily walks (a minimum of 30-45 minutes) through the Zoo and may walk 2 or more miles per day.  

COVID-19-related Requirements  
For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf  

HOW TO APPLY  
Interested candidates should email an updated resume or a completed City application to lazoo.personnel@lacity.org and the subject line must include “LEAD REC INSTRUCTOR - CAMP 2024.”  
Resumes and/or applications must be received by 4:00 p.m. on Thursday, February 15, 2024, or until sufficient applications have been received. The Los Angeles Zoo reserves the right to pre-screen all resumes in order to arrive at a more a manageable candidate pool.  

Interviews are tentatively schedule for the week of March 5, 2024. Interviews are IN-PERSON ONLY – NO EXCEPTIONS.  

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