Job Descriptions

Human Resources Mentee

- Basic filing
- Data input
- Telephone coverage
- Pick up and sorting of mail

Work Schedule: 7 am – 4 pm Monday – Friday
Job Site: City Hall - 9770 Culver Blvd. Culver City, Ca 90232
Dress Code: Professional attire, Closed toe shoes; No: flip-flops, no sandals, no back-outs, midriff tops, blouses or dress, no sheer clothing, no baggy pants, sagging, or wholes or rips.

Camp Counselor Mentee

Provides specialized supervision and guidance to camp attendees; primarily youths ages 5 – 10, in a group setting. Hours from 7 am – 6 pm Monday – Friday

This position has the following requirements:

- Walking and climbing (stairs and hills)
- Standing for long periods of time (4-6 hrs.) or for duration of shift.
- Carrying and lifting equipment, supplies, and objects a minimum of 50 lbs. waist high.
- Bending, kneeling and reaching
- Seeing, Talking and hearing to communicate with supervisors, campers, and parents.
- Ability to work in an outdoor environment in hot summer temperatures
- Able to swim/teach in a water environment free from fear and/or anxiety.
- Interpersonal skills to work as an integral part of a team
- Appropriate interpersonal/personal boundaries
- Maturity of judgment and behavior.
- Accepts full responsibility for their actions and how these may affect others

Dress Code: Dockers style pants or short or jeans, will receive work shirts, closed toe shoes with rubber bottom; No: flip-flops, no sandals, no back-outs, midriff tops, blouses or dress, no sheer clothing, no baggy pants, sagging, or wholes or rips.

Job Site:
Veterans Memorial Park - 4117 Overland Avenue Culver City, CA 90230
Lindberg Park – 5041 Rhoda Way, Culver City, CA 90230
Veterans Memorial Complex Mentee
The student would be involved in office work including filing, answering the telephone and office organization. Computer skills are a plus. The work relates to the VMB Rental Operation, Fiesta La Ballona and the Culver City Performing Arts Grant Program.

Student work schedule will be between 10 am to 4 pm M-TH and the same hours every other Friday at VMB. The student would not have a dedicated workspace and may work in the Supervisors Office, a VMB Meeting Room or the Rental Office.

Dress Code: Business casual, no t-shirts, no shorts
Job Site: Veterans Memorial Park - 4117 Overland Avenue Culver City, CA 90230

Senior Center Mentee
Reliability, someone who enjoys interacting with people on the phone and in person, friendly personality, computer skills, troubleshooter, able to think on their feet and adjust to lots of various tasks.

Task will include: Customer service (answering questions), data entry, staffing at special events, online research, filing, and other general office duties
Dress Code: Business casual, no t-shirts, no shorts
Job Site: Culver City Senior Center - 4095 Overland Avenue Culver City, CA 90230

Recreation Leader Parks and Playground Mentee
Assist in supervising park sites, issues park equipment to patrons, may assist in providing drop-in activities for park patrons. Hours from 1 pm – 7 pm Sunday - Saturday

This position has the following requirements:

- Walking and climbing (stairs and hills)
- Standing for long periods of time (4-6 hrs.) or for duration of shift.
- Carrying and lifting equipment, supplies, and objects a minimum of 50 lbs. waist high.
- Bending, kneeling and reaching
- Seeing, Talking and hearing to communicate with supervisors, campers, and parents.
- Ability to work in an outdoor environment in hot summer temperatures
- Interpersonal skills to work as an integral part of a team
- Appropriate interpersonal/personal boundaries
- Maturity of judgment and behavior.
- Accepts full responsibility for their actions and how these may affect others

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Job Site: Multiple park sites throughout Culver City