

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
ALPINE RECREATION CENTER  
817 YALE STREET, LOS ANGELES CALIFORNIA 90012  
Ph. #213-485-5448

**RECREATION ASSISTANT**

**NUMBER OF POSITIONS AVAILABLE**

5

**HOURS AVAILABLE**

WEEKDAYS 7:30AM- 6:00PM

**WEEKLY AVAILABLE HOURS**

5 TO 20 HOURS PER WEEK

**Description of Duties:** Recreation Assistant will help supervise and assist the Sr. Facility Director and Coordinator in providing recreation activities for youth ages 5-12 years. Candidate will be expected to lead and supervise youth in arts and crafts, indoor and outdoor games and help maintain the park in a clean manner, etc...

**Qualifications:**

- Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age preferred.
- Cantonese, Mandarin, Cambodian, Vietnamese, Spanish speaking preferred, but not required
- Ages 18 and over
- Must be flexible with the schedule that we give you
- **Ability to:**
  - Lead and organize activities professionally.
  - Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
  - Establish and maintain effective working relationships with public, community groups, staff and other agencies.
  - Be outgoing and a good role model for youth.
  - Communicate clearly and concisely (Oral and written).
  - Exercise good judgment, courtesy, and tact with staff and public.
  - Utilize quality customer service skills and techniques and interpersonal relationships.
  - Follow all COVID-19 safety protocols.

**TO APPLY, PLEASE EMAIL RESUME TO:**

Joann Chung-Lee, Recreation Coordinator  
E-mail [joann.chung@lacity.org](mailto:joann.chung@lacity.org)

**LAST DAY TO APPLY:**

**January 20, 2023**