

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
LAKE STREET COMMUNITY CENTER
227 N. LAKE STREET, LOS ANGELES CALIFORNIA 90026
Ph. #213-207-2196

RECREATION ASSISTANT

Positions Available: 5

Hours Available: Monday- Friday 3:00pm- 8:00pm, Saturdays 9:00am-5:00pm

Weekly Hours Available: 2 to 15 hours per week, depending on class needs and enrollment.

Description of duties: Assist the Director and Coordinator with sports classes and leagues which include teaching, coaching, scorekeeping, officiating, and set up/ clean-up of activities. Provide customer service such as answering patron questions, assist with registration of classes and leagues, and some light office work. Must have knowledge of any of the following sports: basketball, volleyball, soccer/futsal, tennis, skateboarding, ultimate frisbee, badminton, martial arts, & flag football.

Qualifications:

- Minimum of 1 year of experience supervising, developing and teaching activities for individuals preferred
- Ages 18 and over

- **Ability to:**
 - Lead and organize activities professionally.
 - Must be able to work with a group of 10-20 youth of various ages.
 - 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:
Cynthia Yparraguirre, Facility Director
E-mail Cynthia.yparraguirre@lacity.org

LAST DAY TO APPLY:
March 3, 2023

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