

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

CENTRAL RECREATION CENTER

1357 E. 22nd ST. LOS ANGELES CALIFORNIA 90011

Office: (213) 485-4435 / Email: central.recreationcenter@lacity.org

RECREATION ASSISTANT (YEAR ROUND)

WEEKLY AVAILABLE HOURS

0-20 HOURS PER WEEK

HOURS AVAILABLE

10:00 A.M. TO 9:00 P.M.

AVAILABLE HOURS: 0 to 20 per week; depending on program and budget WEEKLY AVAILABLE HOURS various shifts Monday-Saturday Hours are not guaranteed and based on enrollment

DESCRIPTION OF DUTIES: Assist Full Time (FT) staff with the day-to-day operations of a community recreation center. Programs include: After School Club, seasonal camps, coaching youth sports leagues (including: basketball, baseball/softball, cheer, volleyball and soccer), assisting with youth sports clinics, art & exercise classes. Assist with special events (Halloween, Spring Egg Hunt, and youth sports banquets). Plan art/crafts projects.

Maintain a safe program environment for all program participants. Organize and lead a variety of small and large group activities. Help maintain the organization of the facility and best represent the Department of Recreation & Parks at all times. Must conduct themselves professionally with program participants, parents, park patrons and other department staff. Must display sound judgement and employ methods that safeguard the health and safety of each program participant

QUALIFICATIONS: Candidate must have working knowledge of different sports, games, and recreation activities. Prior experience working with children not necessary, but is desirable. Must display ability to work effectively and positively with people; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual, dependable, and participate effectively with other staff.

Child Development units and AA degree highly recommended. It is also highly desirable and/or Bilingual Preferred.

TO APPLY:

Submit resume to: jose.nevarez@lacity.org

Last Day to Apply: March 23, 2023