

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
South Seas House | Benny H. Potter West Adams Avenues Memorial Park
2301 W 24th St. Los Angeles, CA 90018

YEAR ROUND
RECREATION ASSISTANT

Available Hours

- 0-20 hours per week; various shifts including but not limited to evenings and weekends; schedule may vary according to program schedule and demand.

Job Description / Duties:

- Greet parents and youth during check in and/or check out
- Group leader - facilitate, teach, and supervise recreational activities including, but not limited to:
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 8-10 children ages 5-12 years old
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of program needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snacks.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)
- Participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.

Qualifications

- Experience working with a group of 8-10 children, ages 5-12 years old, in a recreation.
- Have enthusiasm, good sportsmanship, be responsible, and great communication skills.
- Must be able to actively lead children and work independently, and collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisors.
- Experience with establishing and maintaining professional telephone and email correspondence.
- Ability to participate in all program activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and reliable.
- Basic computer knowledge (i.e. Chrome, Canva, Gmail, Excel, Word, etc.)
- Candidates must be available all 9 weeks of Summer camp.

To Apply: Send resume to: rap.southseashouse@lacity.org and cc: astrid.villagran@lacity.org

Last Day to Apply: May 14, 2024

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