

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

VAN NUYS RECREATION CENTER

14301 Vanowen St. 91405

818-756-8131

Email: vannuys.recreationcenter@lacity.org

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

0-4

Hourly rate: \$19.59

MONDAY- SATURDAY HOURS AVAILABLE

7:00AM-8:30PM

WEEKLY AVAILABLE HOURS

0 TO 20+ HOURS PER WEEK (Varies and as needed)

Description of Duties: Seeking qualified staff to lead and facilitate early learning classes, art activities, seasonal camps, afterschool programs, sport leagues, and/or special events. Must develop instructional plans that are age appropriate, development of skills, and promote sportsmanship/teamwork.

Duties Performed:

- Teach various sports/ recreational activities to different age groups.
- Teach various art/dance/ music/ exercise to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, classes, special events, and/or league.
- Must dress accordingly to specific clinics, classes, special events, and/or league.
- Umpire/ referee games as needed.
- Supervision of a group of children at facility, outdoor area, and public spaces.
- Organizing activities and supplies needed.
- Administrative task, answering phones, checking emails, taking payments, report writing, tech skills, Microsoft Office/ Google Docs competency, and social media.

Qualifications:

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.
- Must be committed to facilitate the start to finish of the classes and programs.

Experience and education:

- ✓ Experience with and knowledge of sports.
- ✓ Experience and knowledge with tech/computer skills.
- ✓ Experience with and knowledge of art, dance, and/or music, and holiday events.
- ✓ Experience teaching youth.
- ✓ Must be 18 years of age or older to apply.

TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO

C/O Amanda Jauregui at amanda.jauregui@lacity.org

LAST DAY TO APPLY

February 15, 2024 (For Summer 2024 Season)

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