

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

**Hoover Recreation Center**

1010 w. 25th St. Los Angeles, CA 90007

Phone: 213-749-8896

Email: [rap.hooverrecreationcenter@lacity.org](mailto:rap.hooverrecreationcenter@lacity.org)

Website: <https://www.laparks.org/reccenter/hoover>

**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
- Have basic sports knowledge (i.e. Soccer, Basketball, Volleyball, Football, Dance, etc.)
- Teach and lead indoor and outdoor activities with children
- 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 periods of time.
- Communicate with parents and staff on a regular basis
- 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 10-12 children, ages 6-12 years old.
- Must have enthusiasm, good sportsmanship, responsible, and great communication skills.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Experience with phone and email etiquette
- Basic computer knowledge (i.e. Chrome, Canva, Gmail, Excel, Word, etc.)
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of Summer camp.

**To Apply**

Send resume to: [hoover.recreationcenter@lacity.org](mailto:hoover.recreationcenter@lacity.org) and cc: [yvette.hernandez@lacity.org](mailto:yvette.hernandez@lacity.org)

**Last Day to Apply:** February 23, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)