

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

West Region Headquarters

2459 Motor Ave., Los Angeles, CA 90064

RECREATION ASSISTANT

Community School Parks (20 Positions)

Location:

Assigned to the Community School Parks locations in specific areas within the City of Los Angeles; including but not limited to the San Fernando Valley, Mid-City, South Los Angeles, East Los Angeles, West Los Angeles, Harbor Area, plus areas in between.

Available Hours:

Estimated 5 – 12 hours per week - Program schedule will be on Saturdays from 9:30am-2:30pm and some hours on weekdays, in the morning or afternoon for program prepping.

Pay Rate: \$19.59/hour

Job Description / Duties:

Will report to a Community School Parks (CSP) location; duties to include, but not limited to, set up, break-down and provide proper maintenance/storage of daily sports and CSP Equipment; organize and lead individual or group activities for youth, teens and/or adults such as creative activities, indoor and outdoor games, sports clinics, arts & crafts, etc.; coordinate and communicate with school representatives, Must be able to attend all in-house training sessions and have good knowledge of computer skills. May be required to drive a city van.

Qualifications:

- Supervisor experience is desirable but not required.
- Experience working with diverse groups of partners, volunteers, and stakeholders.
- Experience working with children ages 5-17 years old and adults in a group environment.
- Experience leading youth and adults in organized activities.
- Strong written, verbal, and communication skills to effectively provide excellent customer service and connect with community members, school staff and program parents.
- Ability to promote recreational activities/classes in a community through word of mouth, networking with local schools, recreation centers and community organizations.
- Proficiency in Google Workspace, Microsoft Office applications and database technologies.
- Proven ability to handle multiple projects at once.
- Ability to be a self-starter, able to problem solve, be proactive, and work well in a team.
- Must possess a valid CA driver's license and be willing to be van trained to drive a city van.
- Must have reliable transportation and be willing to travel to various parts of Los Angeles.
- Able to deliver and distribute flyers to schools, organizations, and local businesses.
- Bilingual is preferred but not a requirement.

How to Apply

Send Resumes to: RAP-CSP@lacity.org

Last Day to Apply: February 27, 2024

Citywide Vaccination Ordinance:

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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf