

City of Los Angeles • Department of Recreation and Parks
CHEVY CHASE RECREATION CENTER
4165 Chevy Chase Drive, Los Angeles, CA 90039
Phone: 818-550-1453
Email: chevychase.recreationcenter@lacity.org

**Recreation Assistant
(5 positions)**

Available Hours: Up to 5-20 hours per week
Monday-Friday, 12pm-6pm
Saturdays, Hours vary

Job Description:

Seeking a motivated candidate with excellent customer service and computer skills. Selected candidate will help supervise and assist the Facility Director in providing recreation activities for youth ages 3-15 yrs. Candidate will be expected to lead and supervise youth in, seasonal camps, afterschool programs, special events and recreational sports leagues such as Basketball, Volleyball, Softball, Baseball, and Soccer.

Qualifications:

- Minimum 1-3 years of experience in the area mentioned above
- Ability to work effectively and positively with children and adults
- Ability to work in a fast-paced environment and efficiently multi-task
- Ability to be punctual, dependable, and participate effectively with other staff
- Ability to lift equipment, set-up tables and chairs 10-25 lbs.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily

Duties:

- Planning, implementing, leading and supervising recreational activities while working directly with the Recreation Coordinator and Director
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies
- Communicate clearly, and concisely, orally and in writing
- Assist children ages 5-12 with homework
- Create a calendar of monthly activities which employee is expected to lead and engage, participate in the activity such as arts & crafts, outdoor/indoor youth activities, sports, group games, themed activities
- Prepare and hand out snacks to children
- Pick up children from school via walking or city van pick-ups
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To Apply Send Resume To: Luz Perez, Facility Director
Email: luz.perez@lacity.org

Last Day to Apply: April 6th, 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