

## **City of Los Angeles Department of Recreation and Parks**

### **Martin Luther King Jr. Therapeutic Recreation Center**

3916 S. Western Ave.  
Los Angeles Ca 90062  
(213) 847-0878

### **RECREATION ASSISTANT**

Positions available: 4

#### **Two shifts:**

A) Monday, Wednesday, Friday 9:00 AM to 1:00 PM.

B) Tuesday, Wednesday, Thursday 5:00 PM to 9:00 PM. Saturday 9:00 AM to 1:00 PM.

#### **Job Description:**

Ideal candidate is responsible for planning, organizing, and implementing recreational activities and programs for children ages 3-17 including those with disabilities. Responsibilities may include setting up equipment, leading activities, ensuring participant safety, and promoting a positive and inclusive environment. They may also help with administrative tasks, such as record-keeping and scheduling. Strong communication, organizational, and interpersonal skills are often essential for this role.

#### **Duties and Qualifications:**

- Ability to teach, coach, and lead sports activities such as basketball, soccer, baseball, flag football, volleyball and more.
- Ability to move, carry and set-up sports equipment, and other supplies as needed.
- Ability to walk, lift, carry and stand for long periods of time.
- Enthusiastic, polite, strong customer service skills.
- Responsible, reliable and professional.
- Strong and hardworking, excellent work ethic.
- Ability to enforce and support City policy, procedure, guidelines, rules and trainings.
- Ability to multi-task, self-motivate and work independently.
- Possess strong organizational skills.
- Recreation and Parks van training preferred.
- Computer skills highly desired.
- Bilingual -English/Spanish/Other.

#### **To Apply:**

##### **Send Resume:**

Martin Luther King JR Therapeutic Recreation Center  
3916 S Western Ave.  
Los Angeles Ca 90038  
(213) 847-0878 or Fredrik.matevossian@lacity.org  
Attn: Fredrik Matevossian

**Last Day to Apply: May 14<sup>th</sup>, 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)