

City of Los Angeles Department of Recreation and Parks

POINSETTIA RECREATION CENTER

7341 Willoughby Avenue * Los Angeles, CA 90046 * Phone: (323) 876-5014 * Fax: (323) 876-8279

Recreation Assistant (12 positions available)

Available hours: Monday through Friday: 15 to 20 hours/week regular. Days and times will vary depending on the sports schedule and size of camp.

Description of Duties: Assist full-time recreation staff in providing recreational activities for youth ages 5 to 12 years. Duties may include but are not limited to organizing individual or group activities; supervising children; leading and supervising children in creative activities to include arts and craft, as well as other indoor and outdoor activities; singing camp songs; setting-up for special events; assisting with hikes, pool trips, and field trips. Assist staff in cleaning and maintaining the facility after each scheduled activity when required.

Qualifications: Enthusiastic and positive individual with excellent customer service skills. Must have experience working with children ages 5 to 12 years in a recreational setting or camp environment. Basic knowledge of computers is required. Must be comfortable in the water and be able to swim. Must be able to actively lead children and work collaboratively with others. Must be able to work mornings, afternoons, evenings and weekends as needed. Ability to lift and carry up to 25lbs. Applicants are specifically chosen for their ability and desire to work in a public recreation environment with children. Current CPR / First Aid certification preferred, Covid-19 Vaccination and TB test required.

To apply: Send resume:

Poinsettia Recreation Center
7341 Willoughby Avenue
Los Angeles, CA 90046
Email to Julie.Monroy@lacity.org

Last date to apply: December 5th, 2023

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