

# Oakwood Recreation Center

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## Recreation Assistant – After School Club

**Positions available: 5**

**ASC PROGRAM:** After School Club is designed for youth 5-12 years of age and runs for the duration of the LAUSD school year. Activities vary by day and include homework assistance, arts & crafts, games, cooking, etc.

**AVAILABLE HOURS/SCHEDULE:** ASC hours vary from 12:00p.m.-6:30p.m., Monday-Friday, excluding city holidays. Hours and days of the week vary, according to schedule and participant enrollment. Approximately 2-20 hours per week, based on weekly schedule, shift availability and ASC enrollment. Candidates must be available to work through the LAUSD school year, must be able to attend trainings (in entirety).

**DESCRIPTION OF DUTIES:** After School Enrichment Counselors are responsible for planning, implementing, leading and supervising daily activities, homework assistance, walking to pick up children, distributing and preparing snacks, cleaning, working successfully with fellow co-workers, as well as any other tasks related to the program. ASC Counselors must be able to handle positive contact with children, patrons and all full time staff.

**ADDITIONAL DUTIES:** Duties include but are not limited to: walking in adverse weather to pick up students, attending all planned program trainings and meetings; successfully implementing, leading and organizing activities; communicating effectively with children, patrons, volunteers and staff; the ability to effectively communicate in writing; providing a safe and positive after school experience; successfully supervising children at all times; carrying out safety drills/procedures; participate with children in physical activities such as drills, running, games; stand and walk for periods of 2-5 hours; ability to lift 10-15 pounds; be punctual; read and respond to all log book entries; fill out necessary reports; have a valid email address and respond to all work related emails in a timely manner, follow program rules and instructions given by full time staff. Candidates must be able to operate outside with daily exposure to the sun, heat and varying weather

**Deadline to Apply: October 7, 2023**

**To Apply:**

E-mail your resume with the subject line "After School Club" to: [oakwood.recreationcenter@lacity.org](mailto:oakwood.recreationcenter@lacity.org)

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)