

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Algin Sutton Recreation Center

8800 S. Hoover Street

Los Angeles, Ca. 90044

(323) 753-5808

Recreation Assistant - CLASS Parks

Available Hours: 2023-2024 LAUSD School year 0-15 hrs. /week (3pm-9pm Monday- Friday). Saturday and Sunday availability needed for trips and activities.

Description of Duties: Activity planning, and development of summer and/or seasonal programming. Also, the job will require implementation of accepted programs designed and collaborated by staff and employee. There will be minor supervisory positioning of special events, and some delegation responsibilities.

Description of Typical Duties: Will be responsible for the planning and delegating of programs that will need facilitating. Possible office duties: phone answering, computer input, paper filing, flier distribution and making phone calls to distribute information to the public. Working at special events, teaching classes, fundraisers and on field trips. Manage and update social media websites/accounts. Work as a team with other staff in planning trips, special events, daily, weekly and monthly activities for the teens of the program. Possess creativity. Must be willing to work evenings and weekends for trips and activities.

Abilities: **MUST BE DEPENDABLE.** Able to work with, teach and mentor teens ages 11-18 yrs. Require minimal supervision, and to work in a diverse area. Ability to exercise good judgment, courtesy and tact with staff, teens and the public. Adaptability, in regards to the different situations and work environments, also clear communication skills (written and oral) with staff, supervisors, patrons, and community members at large. Capture their attention, gain respect. The ability to shape young minds and mentor. Must possess a valid California Driver's License and be van trained by start date. **MUST DESIRE TO WORK WITH YOUTH.**

Desired Qualifications:

- ❖ 2 year minimum experience working with teens 11-18yrs.
- ❖ A willingness to learn and open to new challenges
- ❖ Microsoft word
- ❖ Excel
- ❖ Publishing
- ❖ Bi-lingual is a plus

Required Qualifications:

- ❖ Valid California Driver License
- ❖ Van trained by start date.

To Apply: Send Resume to or apply with:

De Anna Tunstalle

Email: alginsutton.recreationcenter@lacity.org

Subject: CLASS Parks Rec Assistant

Last Date to Apply: March 3, 2023