

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

**ALPINE RECREATION CENTER**

817 YALE STREET, LOS ANGELES CALIFORNIA 90012

Ph. (213) 485-5448 / Fax (213) 473-4574

**RECREATION ASSISTANT**

**NUMBER OF POSITIONS AVAILABLE**

5

**HOURS AVAILABLE**

WEEKDAYS and WEEKEND 10:00AM- 10:00PM

**WEEKLY AVAILABLE HOURS**

5 TO 10 HOURS PER WEEK

**Description of Duties:** Recreation Assistant will help supervise and assist the Sr. Facility Director and Coordinator in providing recreation activities for youth ages 5-12 years. Candidate will be expected to lead and supervise youth in arts and crafts, indoor and outdoor games and help maintain the park in a clean manner, etc...

**Qualifications:**

- Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age.
- Cantonese, Mandarin, Cambodian, Vietnamese, Spanish speaking preferred, but not required
- Ages 18 and over
- Must be flexible with the schedule that we give you
  
- **Ability to:**
  - Lead and organize activities professionally.
  - Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
  - Establish and maintain effective working relationships with public, community groups, staff and other agencies.
  - Be outgoing and a good role model for youth.
  - Communicate clearly and concisely (Oral and written).
  - Exercise good judgment, courtesy, and tact with staff and public.
  - Utilize quality customer service skills and techniques and interpersonal relationships.

**TO APPLY, PLEASE EMAIL RESUME TO:**

Gail Okazaki, Sr. Facility Director 1

E-mail [alpine.recreationcenter@lacity.org](mailto:alpine.recreationcenter@lacity.org)

**LAST DAY TO APPLY:**

**December 27, 2019 or until filled**