RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE
7

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 desired, 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 in still safety of each participant and be able to apply Recreation and 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 judgement, 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 I
E-mail: Alpine.recreationcenter@lacity.org

LAST DAY TO APPLY: March 31, 2020 or until filled.