

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

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.