

City of Los Angeles • Department of Recreation and Parks
BALDWIN HILLS RECREATION CENTER
5401 Highlight Place Los Angeles, CA 90016
(323) 934-0746

RECREATION ASSISTANT –4 positions
(Year Round Program- Afterschool/Sports/Office and Summer Camp)

AVAILABLE HOURS:

Summer hours will vary with up to 10 per week.

Year round hours will vary with up to 10 per week.

JOB DESCRIPTION:

Summer Camp - Assist in planning, preparing, organizing and implementing daily as well as weekly activities and lesson plans for children in Summer Camp Program; able to communicate well with children, parents and family members in a professional manner, and must be able to employ methods of safety as required by Recreation & Parks standards.

Year Round - Assist with after school programs, sports programs, game schedules, office duties which include creating flyers and spreadsheets, inputting customer receipts and assisting the public.

QUALIFICATIONS: Recreation Assistant must have prior experience working with children; have knowledge and practical experience working in a recreation setting. Also, must have experience creating flyers, creating and maintaining spreadsheets, and provide excellent customer service.

TO APPLY:

Send resume to: ***La Verne Kimble***, Facility Director
Baldwin Hills Recreation Center
5401 Highlight Pl. Los Angeles, CA 90016
E-mail: Baldwinhills.recreationcenter@lacity.org

LAST DAY TO APPLY: **June 22, 2020** or until filled.