

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 – Baseball and Softball program and Summer Camp)

AVAILABLE HOURS:

Summer hours will vary with up to 15 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 Program – Baseball, Softball and Office duties - Assist with coordinating large Sports programs– Baseball and Softball, game schedules, create flyers, spreadsheets, and inputting customer receipts. Provide office duties to include assisting the public, inputting customer receipts and after school program.

QUALIFICATIONS: Recreation Assistant must have prior experience working with children; have knowledge and practical experience working in a recreation setting and Baseball and Softball knowledge to assist in clinics and coaching. Also, must have experience in creating flyers, creating and maintain 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.