

City of Los Angeles • Department of Recreation and Parks

## CHEVY CHASE RECREATION CENTER

4165 Chevy Chase Drive, Los Angeles, CA 90039

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Website: <http://www.Laparks.org/reccenter/chevychase>

# RECREATION ASSISTANT

(3 Positions)

**Available Hours:** 2-15 hours per week, evenings and weekends; schedule may vary according to program schedule and demand.

**Position Available:** 3

### **Job Description: Recreation Assistant**

Seeking a motivated candidate with excellent customer service and computer skills. Selected candidate will help supervise and assist the Facility Director in providing recreation activities for youth ages 3-15 yrs. Candidate will be expected to lead and supervise youth in afterschool programs, seasonal camps, and recreational sports leagues such as Basketball, Volleyball, Softball, Baseball, and Soccer.

### **Qualifications:**

Minimum 1-3 years of experience in the area mentioned above. Should be able to control groups of pupils, be able to motivate others, be patient, have good communication skills, have dedication and passion for the job, must be able to work with various ages. Be punctual and prepared. A positive and encouraging attitude. Bilingual-Spanish/English (not required but preferred)

### **Ability To:**

- Communicate clearly, and concisely, orally and in writing.
- Lead and organize activities professionally.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Teach Sport classes and coach, officiate, and set-up for various sports leagues.
- Utilize quality customer service skills and techniques.

**To Apply Send Resume To:** Luz Perez, Facility Director  
Email: [luz.perez@lacity.org](mailto:luz.perez@lacity.org)

**Last Day to Apply: Open until filled**