

## RECREATION ASSISTANT

5 Positions Available

### Available Hours

Monday – Friday: 8:00 a.m. – 9:00 p.m.; Saturday: 9:00 a.m. – 5:00 p.m.

*Hours may vary depending on the needs of the program*

### Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Follow and implement COVID-19 protocols and procedures such as wearing a mask, social distancing, etc.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming, fieldtrip activities.
- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner

### Preferred Qualifications:

- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs. Training is available
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.
- Required to dress in appropriate attire

### To apply please send your resume:

Drop Off/Mail To:  Valley Plaza RC 12240 Archwood Street, North Hollywood, CA 91606	E-mail To:  <a href="mailto:valleyplaza.recreationcenter@lacity.org">valleyplaza.recreationcenter@lacity.org</a> <b>Subject:</b> VP Recreation Assistant - NEW APPLICATION
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**Last Day to Apply:** March 29, 2022