

City of Los Angeles Department of Recreation and Parks  
**Lake View Terrace Recreation Center**  
11075 Foothill Blvd., Lake View Terrace, CA 91342 • 818-899-8087

## **RECREATION AIDE**

### **Available Hours:**

Year-round, hours will vary based on registration and program needs.  
Monday – Friday: 9am - 9pm, Saturdays: 7am - 4pm

### **Job Description:**

Seeking candidates 14-17 years old to assist with recreational activities such as sports, classes, and special events.

### **Qualifications:**

- Candidates must be professional and possess good work ethic.
- Ability to communicate effectively both verbally and in writing.
- Take initiative and have attention to detail.
- Lift, push, or carry a minimum of 25lbs.
- Willingness to follow city policy and procedures with all programs offered by the facility.

### **Duties:**

- Maintain updated records of current classes, leagues, clinics, special events, etc.
- Keep all information and program records organized.
- Assist in preparing rosters, evaluation sheets and drafts for leagues.
- Teach sport clinics to children ages ranging from 3-15 years old.
- Mandatory participation in community and facility special events.
- Interact professionally with parents and participants.
- Custodial care of equipment and supplies associated with the facility. Preparation of Fields / Courts for games.
- Assist in preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and/or officiate as needed and delegated.
- Excellent and effective communication skills.
- Assistance in organization, implementation, and supervision of facility programming, as directed by the Coordinator and the Director.
- Any other responsibilities assigned by the Park Director or the Recreation Coordinator.

### **To Apply**

Email resume to: **[luz.roque@lacity.org](mailto:luz.roque@lacity.org)**  
Subject: Rec Aide — (your name)

Last day to apply: **September 26, 2024**