

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 9a-9pm, Saturdays 7am-4pm

### **Job Description:**

Seeking candidates 16-17 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.
- Must be able to take initiative and have attention to detail.
- Ability to 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:**

**April 25<sup>th</sup>, 2025**