



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

LANARK RECREATION CENTER

21816 Lanark St.
Canoga Park, CA 91304
(818) 883-1503



Recreation Assistant - Teen Club

Hours: Must be available from 4pm-8pm; Monday-Friday (20 hours per week)

Description of Duties: Must show strong skills in leadership, be responsible, adaptable and aware of surroundings; have experience in supervising youth ages 11-17 years old; assist in creating a monthly calendar of activities for which employee is expected to lead/participate in such as: arts & crafts, outdoor/indoor youth activities, sports, special events and active games; assist with Teen Advisory Board (T.A.B.); create monthly supply/snack list; interact with parents and guardians; keep record of paperwork to be filed; assist with creative ideas for Friday Night Extreme Teens (F.N.E.T.); chaperone youth on designated field trips; be comfortable tutoring different subjects at different levels; and have a passion to work with youth of different ages, languages and cultural backgrounds.

Additional Requirements:

- Must have experience working with youth.
- Ability to motivate youth and manage behavior problems.
- Ability to work with the general public.
- Ability to implement quality programs/activities for youth.
- Ability to organize and supervise youth in a safe environment.
- Assist in or handle special assignments or other duties as deemed necessary or important by supervisor.
- Arrive on time according to staff schedule.
- Always carry yourself in and out of the Teen Room as a role model.
- Form meaningful relationships with youth and parents regardless of their background.
- Be willing to be trained to drive a city van.
- Must be certified or willing to get certification in CPR and First Aid.
- Bilingual in Spanish is desired.

To Apply: Send resume to or apply with:

Jeremy Aldridge
Lanark Recreation Center
21816 Lanark St. Canoga Park, CA 91304
(818) 883-1503
Email: Jeremy.aldridge@lacity.org

Last Day to Apply: Until position is filled.