

City of Los Angeles Department of Recreation and Parks

LEMON GROVE RECREATION

4959 Lemon Grove Ave. Los Angeles, CA 90029

(323) 666 - 4144

RECREATION AIDE

(Special Event, Camp & Office Assistant)

NUMBER OF POSITIONS AVAILABLE: 4

DAYS/ HOURS: MONDAY-SATURDAY/ after-noon hours

WEEKLY AVAILABLE HOURS: Varies from 10-15 hours per week/ Depending on the needs of the program

DESCRIPTION OF DUTIES: Well Rounded Recreation Aide will work under the general supervision of the Facility Director, Recreation Coordinator & Recreation Assistants. Position will be interchangeable, depending on need. Requires to be a self-starter, adapt well to a variety of situations, willing to assume personal responsibility for maintaining a safe environment, present a clean, neat appearance appropriate to public contact, and able to make independent and responsible decisions. Candidate must be able to assist recreation staff in leading children in creative activities ranging from singing camp songs, indoor and outdoor games, special events, arts and craft, hikes & fieldtrips. Ability to help enforce policies, rules, regulations, and procedures. Other duties as assigned.

QUALIFICATIONS:

- Must be between the ages of 14-17.
- Must be able to fulfil the duties described.
- Bilingual in Spanish is preferred, but not mandatory.
- Experience working with youth in a recreation environment preferred.
- Self-Motivated with a great personality, reliable and dependable.
- Excellent communication skills and the ability to work in a fast-paced environment.
- Have computer skills, primarily with Word, Publisher & Excel to create flyers, rosters, update forms, etc.
- Ability to sit, stand, walk, crouch, stoop, squat, and lift 25 lbs. Exposure to heat, noise, and outdoors.
- Able to assist in teaching a variety of ages and skill levels.

TO APPLY: Send resume via email to: jose.aviles@lacity.org

Attention: Jose Aviles, Director

LAST DAY TO APPLY: January 20, 2023