

City of Los Angeles • Department of Recreation and Parks

LINCOLN HEIGHTS YOUTH CENTER

2911 Altura Street, Los Angeles, CA 90031

Phone: 323-226-1401

Email: rap.lincolnheightsync@lacity.org

Website: <http://www.laparks.org/reccenter/lincoln-heights-youth>

YEAR ROUND

RECREATION AIDE **(Art/Dance/ Soccer/ Boxing)**

Available Hours: 2-10 hours per week, evenings and weekends; schedule may vary according to program schedule and demand.

Position Available: 2

Description of Duties: Assist facility staff performing day to day business tasks. Must be able to assist and lead youth programs, leagues, and clinics. Age groups 2.5-12 years of age. Must be professional, timely and exhibit excellent communication and customer service skills. Rec Aid must help to recruit participants, keep accurate data logs and may be required to assist with office tasks.

Qualifications: Applicants must have prior experience and knowledge of the techniques and practices of the disciplines above: Art, Dance, Soccer, and Boxing.

Ability To:

- Communicate clearly, and concisely, orally and in writing.
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies.
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Utilize quality customer service skills and techniques.

To Apply Send Resume To: La'Shield Williams, Acting Facility Director

Email: lashield.williams@lacity.org

Last Day to Apply: January 22, 2020 or until filled.