

City of Los Angeles Department of Recreation and Parks

## **Penmar Recreation Center**

1341 Lake Street, Los Angeles, CA, 90291

Office: 310-396-8735 / Fax: 310-396-7561

Email: [Penmar.recreationcenter@lacity.org](mailto:Penmar.recreationcenter@lacity.org)

## **RECREATION ASSISTANT**

**Available Hours:** Must be available to work 15-20 hours a week.

**Description of Duties:** Looking for a part time After School Club Recreation Assistant

Recreation Assistant must have a minimum of 2 years' experience in leading youth in a classroom setting. Recreation Assistant is expected to plan, prepare, organize, and implement daily and weekly activities for children in afterschool club setting. Recreation Assistant must submit projected lesson plan to Recreation Coordinator, and ASC Director for approval on a weekly basis. Recreation Assistant is expected to communicate well with coworkers, supervisors, children, parents, and family members. Recreation Assistant must be able to employ methods of safety and first aid as required by Recreation and Parks standards.

**Qualifications:** Qualified Recreation Assistants must provide a current resume with references and a sample work lesson plan. Recreation Assistant must be able to work at will and be available on an as needed basis. Recreation Assistant must have prior experience working with children ages 5-10 and have knowledge/practical experience working in a Classroom setting.

**Meeting Requirements:** In order to be placed on the list of available Recreation Assistants, Recreation Assistants must attend all scheduled training dates as assigned by Facility Director. Specific dates and times TBD.

**To Apply:** Email or fax response to: Andy Felz, Recreation Coordinator  
[Andy.felz@lacity.org](mailto:Andy.felz@lacity.org) Fax #: 310-396-8735

**Last Day to Apply:** Tuesday, March 17, 2020