

City of Los Angeles Department of Recreation and Parks

POINSETTIA RECREATION CENTER

7341 Willoughby Avenue * Los Angeles, CA 90046 * Phone: (323) 876-5054 * Fax: (323) 876-8279

Recreation Assistant (Seasonal)

(2 position available)

Available hours: Monday through Friday: 10 to 15 hours/week seasonal. Days and times will vary depending the schedule.

Description of Duties: Assist full-time recreation staff in providing recreational activities for youth ages 5 to 15 years. Duties may include but are not limited to organizing youth and adult sports; supervising children; leading and supervising children in creative activities indoor and outdoor sports coaching, officiating, scorekeeping, and set up. Assist staff in cleaning and maintaining the facility after each scheduled activity when required.

Qualifications: Enthusiastic and positive individual with excellent customer service skills. Must have experience working with children ages 5 to 15 years in a recreational setting or sports environment. Basic knowledge of computers and is required. Must be comfortable in the water and able to swim. Must be able to actively lead children and work collaboratively with others. Must be able to work afternoons, evenings and weekends as needed. Must be able to lift and carry up to 25lbs. Applicants are specifically chosen for their ability and desire to work in a public recreation environment with children. Current CPR / First Aid certification and TB test required.

To apply: Send resume:

Poinsettia Recreation Center

7341 Willoughby Avenue

Los Angeles, CA 90046

Email to Glenn.Campana@lacity.org or Janet.Williams@lacity.org

Last date to apply: July 1, 2018 or until position is filled.