

Vineyard Recreation Center

Recreation Assistant
6 positions available

Available Hours: Summer Camp: Up to 30 hours
Fall-Spring: hours vary depending on programming and assignment.

Job Description: Seeking motivated candidates who will work as a Camp Counselor and Recreation Assistant to assist the director/coordinator with facility programming such as but not limited to youth classes, youth sports, adult permits, camps and special events.

Responsibilities:

1. Greet parents and youth during check in and/or check out.
2. Organize individual and group activities, while being creative and energetic.
3. Lead children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes.
4. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
5. Will assist with the serving of lunch and preparation/serving of snack.
6. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
7. Must adhere to all department covid-19 protocols and procedures.
8. Other duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands.
9. Driver's license required to be van trained for after school pick up.
10. Answer the phone and be willing to learn the RecTrac system for activity registrations.
11. Coach youth girls and youth boys teams.
12. Plan and conduct senior citizen activities.

Qualifications:

1. Experience working with a group of 10 children, ages 5-12 years old, in a camp or an after School club environment.
2. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
3. Must be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
4. Able to follow directions, be on time, and reliable.
5. Able to plan and implement educational curriculum for pre-school age.

All candidates please email resume to: vineyard.recreationcenter@lacity.org

Last Day to Apply: April 28, 2022