CITY OF LOS ANGELES  
Department of Recreation and Parks  
DOWNEY RECREATION CENTER  
1739 Albion St. Los Angeles CA 90031  
(323) 227-7752

RECREATION ASSISTANT  
(4 positions)

Available Hours:  
Up to 20 hours per week  
Monday-Friday, 7:00 am-6:30 pm and evenings and weekends

Responsibilities:
- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting
- Including, but are not limited to, organizing individual and group activities, while being creative and energetic
- Supervising a group of 10-12 children
- Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities
- Will assist with the serving of lunch and preparation/serving of snack
- Attend to any individual needs of the youth ex: restroom use, injuries
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth
- Must be available all 9 weeks of camp
- Must agree to weekly COVID testing and the following of ALL COVID protocols
- Must wear a face covering/mask and gloves at all times during work shift
- Other duties as assigned by Recreation Coordinator and/or Director rex: preparation of crafts, office work, errands

Qualifications:
- Must have experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment
- Must be able to actively lead children and work independently, as well as collaboratively, as needed
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor
- Must be able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs
- Ability to have exposure to the sun
- Must be able to follow directions, be on time, and reliable
- CPR & First Aid certified or willing to get certified
- Dress in appropriate work attire (includes camp staff shirt, daily)

TO APPLY
PLEASE EMAIL RESUME TO:  
eduardo.torres@lacity.org
Eduardo Torres, Facility Director

LAST DAY TO APPLY:  
June 3, 2021