RECREATION ASSISTANT
AFTER SCHOOL CLUB
(Up to 3 positions)

Available Hours: Monday through Friday, Up to 20 hours per week. August – June
Must be available to work in-between 11am-6:30pm Monday-Friday.

Job Description: R.E.A.L After School Program.

Duties and Qualifications:
• Walking/School Pick Up/ Drive for school pick up
• Help children ages 5-14 with homework
• Prepare and give snacks
• Plan activity calendar/list and implementation.
• Follow procedures and directions of Full-time staff members and the ASC Handbook.
• Experience in supervising children ages 5-12, minimum of 3 years.
• Must show strong skills in leadership, be responsible and alert
• Able to implement daily activities, create monthly snack list
• Assist with community events involving ASC Club
• Print up and file record of sign-in sheets, assist in ensuring participant payments are up-to-date.
• Be able to participate in the games and activities with the children.
• able to lift equipment, set up tables and chairs 15-25 lbs.
• Create a calendar of monthly activities which employee is expected to lead and engage/participate in the activity, such as arts & crafts, outdoor/indoor youth activities, sports, active games
• Comfortable tutoring different subjects at different levels and a passion to work with children of different ages
• Must have a valid California driver’s license and van trained preferred.

To Apply:
Send resume to: De Anna Tunstalle
Email: alginsutton.recreationcenter@lacity.org
Subject: Algin Sutton RC ASC Club

Last Day to Apply: August 17, 2021

21-084 (08032021kjb)