CITY OF LOS ANGELES. DEPARTMENT OF RECREATION AND PARKS
Loren Miller
Recreation Center-2717 S Halldale Los Angeles CA 90018
323 734-4384

Recreation Assistant
Fall 2021

Available Hours:
- Up to 20 hours per week
- Various shifts Monday-Friday (after 5pm), Saturday (all day)

Job Description: Under general supervision of full time staff, recreation assistant can assist with the following duties
- Sport programming: Coach or officiate Softball, Volleyball, Basketball, Soccer and others
- Assist with after school, pre-school, teen programming, senior programming, cultural programming, girls’ sports, and special events.
- Organizing individual and group activities, while being creative and energetic.
- Supervising a group/team of 10-12 children.
- Lead activities such as indoor and outdoor games, sports, arts and crafts
- Setup, breakdown, and cleaning/sanitizing of outdoor needs; ex: canopies, tables, water coolers, equipment and activities.
- Assist with the preparation/serving of snacks.
- Support the Recreation Coordinator and Director in establishing rules and emergency procedures with participants.
- Maintain effective communication clearly and concisely.
- Comply with all city rules and regulations, including the use of PPE such as gloves and mask.
- Answering phones, collecting payments and other office assignments.

Qualifications:
- 18 years of age.
- Ability to actively lead children/adults and work independently as well as collaboratively.
- Effective problem solving and communication skills.
- Physically able to participate in all activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Willing to follow directions, be on time, flexible and reliable.

Send resume to: Lorenmiller.recreationcenter@lacity.org
Last Day to Apply: September 2, 2021