City of Los Angeles Department of Recreation and Parks

BRANFORD RECREATION CENTER
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

RECREATION ASSISTANT
After School Club - Recreation Assistant

Available Hours
Up to 20 hours a week

Hours
- Monday, Wednesday, Thursday, Friday, 2:00 pm - 5:00 pm.
- Monday, Wednesday, Thursday, Friday, 2:00 pm - 6:00 pm.
- Tuesday, 1:00 pm - 5:00 pm
- Tuesday, 1:00 pm - 6:00 pm
- TBA - December 17, 2021.
- January 10 - June 10, 2022.
- Exact schedule will vary weekly based on program needs.

Description of Duties
Duties include, but are not limited to the following
- Supervise up to 10 children boys and girls ages 5 – 12.
- Drive city vehicles or walk to pick up participants from local schools.
- Assist students, individually or in small groups, with lesson assignments.
- Attend trainings and meetings with site director, coordinators, and/or After School staff.
- Maintain classroom equipment, work area, students' files/records.
- Performs record keeping and clerical functions.
- Administering first aid.
- Provide weekly and monthly schedules and lesson plans of activities.
- Integrate special needs children in a positive and respectful manner.
- Develop positive relationships and communicate effectively with parents.
- Discuss children’s development with parents.
- Prepare, set-up, and breakdown activities, games and projects.
- Assist with any additional duties as needed for the effectiveness of the program.
- Follow directions under the supervision of the director and coordinators, adapt to change, implement program policies and procedures.

Qualifications
- Enthusiastic, responsible, reliable, professional, displays good judgment and the ability to inspire and motivate children.
- Availability the entire duration of the program is preferred.
- Experience teaching and working with children ages 5-12.
- Ability to supervise children and engage in all activities.
- Ability to move, carry and set up sports equipment, games, water-play equipment and other supplies needed for programming.
- Attendance at Mandatory Training

To Apply
Email resume to: 
Email: gabino.quiroz@lacity.org
Subject: After School Club - Recreation Assistant

Last Day to Apply: 
September 3, 2021