CITY OF LOS ANGELES-DEPARTMENT OF RECREATION AND PARKS
LINCOLN HEIGHTS YOUTH CENTER
2911 Altura St. LOS ANGELES, CA 90031
Ph. #323-226-1401

RECREATION ASSISTANT
3 positions

WEEKLY AVAILABLE HOURS: Up to 20 hours
Various shifts Monday-Saturday, 8am-8pm

Description of Duties: Seeking motivated candidates to work as a class instructor, and sports league administrator; where they will lead a group of children in a variety of fitness instruction. They will also be responsible for creating and or assisting in the implementation of youth sports leagues, such as officiating, coaching, organizing participants on teams by evaluating their skill level. Must be able to work independently and work as a member of a team.

Responsibilities:
1. Greet parents and youth during checking and check out.
2. Teach/Instruct and supervise recreational fitness activities and or leagues at the center.
3. Supervising a group of 10 children.
4. Setup, breakdown, and cleaning/sanitizing equipment to be used for activities.
5. Attend to any individual needs of the youth, e.g. restroom use or minor injury.
6. Support the Recreation Coordinator/Director in establishing rules and emergency procedures.
7. Available to teach class at designated time.
8. Wear a face covering/mask and gloves at all times during work shift.
9. Able to follow directions assigned by the Recreation Coordinator/Director in charge.

Qualifications:
1. Experience working with a groups of children, ages 5-15 years old preferred
2. Ability to actively lead children and work independently, as well as collaboratively.
3. Ability to problem solve and communicate effectively with parents, youth, and co-workers
4. Ability to participate in fitness activities, including walking, kneeling and standing for long periods at a time and be able to carry at least 20lbs.
5. Ability to have exposure to the sun.
6. Ability to follow direction, be on time, and reliable.

TO APPLY
PLEASE CONTACT: Adan Pulido, Recreation Facility Director and CC John Ruiz
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Last day to apply: September 15, 2021