City of Los Angeles Department of Recreation and Parks

VALLEY PLAZA RECREATION CENTER
12240 Archwood Street, North Hollywood, CA 91606 • Phone: (818) 765-5885

Recreation Assistant

Available Hours: Up to 25 hours per week between Monday – Friday 9am-9pm
(Hours may vary depending on the needs of the program.)

Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Follow and implement COVID-19 protocols and procedures such as wearing a mask, social distancing, etc.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming, fieldtrip activities.
- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Dress in appropriate attire.
- Attendance and participation in community and recreation special events as necessary
- Assist in tasks required to plan, execute, and clean up after events.
- Create and develop bonds with the community and culture in a professional manner

Qualifications:

- Exhibit self-driven, professional, and good work ethic qualities.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Ability to be upbeat and energetic throughout program activities.
- At least 1-2 years of experience in enrichment and sports programs preferred.
- Candidates available during all hours listed preferred.
- Ability and desire to work in a public recreation environment with children.

To apply please send your resume:

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<thead>
<tr>
<th>Drop Off/Mail To:</th>
<th>E-mail To:</th>
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<tbody>
<tr>
<td>Valley Plaza RC – After School</td>
<td><a href="mailto:bianca.garcia@lacity.org">bianca.garcia@lacity.org</a></td>
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<tr>
<td>Attn: Park Director</td>
<td>Subject: VP Recreation Assistant- NEW APPLICATION</td>
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<td>12240 Archwood Street,</td>
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<td>North Hollywood, CA 91606</td>
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Last Day To Apply: September 17, 2021