Available Hours: Up to 5-20 hours per week  
Monday-Friday, 12pm-6pm  
Saturdays, Hours vary

Job Description:  
Seeking a motivated candidate with excellent customer service and computer skills. Selected candidate will help supervise and assist the Facility Director in providing recreation activities for youth ages 3-15 years old. Candidate will be expected to lead and supervise youth in seasonal camps, afterschool programs, special events, and recreational sports leagues such as Basketball, Volleyball, Softball, Baseball, and Soccer.

Qualifications:  
- Minimum 1-3 years of experience in the areas mentioned above preferred.  
- Ability to work effectively and positively with people.  
- Ability to work in a fast-paced environment and efficiently multi-task.  
- Ability to be punctual, dependable, and participate effectively with other staff.  
- Ability to lift equipment, set-up tables and chairs, lifting an average of 10-25 lbs.  
- Ability to follow and administer COVID-19 protocols.  
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.  
- Bilingual-Spanish/English (not required but preferred).

Duties:  
- Planning, implementing, leading and supervising recreational activities while working directly with the Recreation Coordinator and Director.  
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.  
- Communicate clearly and concisely, orally and in writing.  
- Assist children ages 5-12 with homework.  
- 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, group games, themed activities.  
- Prepare and hand out snacks to children.  
- Pick up children from school via walking or city van pick-ups.

To Apply Send Resume To: Luz Perez, Facility Director  
Email: luz.perez@lacity.org

Last Day to Apply: September 24, 2021