City of Los Angeles Department of Recreation and Parks
Rosecrans Recreation Center
Office: 310.327.3653
Rosecrans.recreationcenter@lacity.org

RECREATION ASSISTANT
Afterschool Club

Available Hours:
- Monday – Friday (except holidays and school ‘off’ days)
- 2:00 pm - 6:00 pm (Up to 20 hrs. per week)

Job Description:
- Walk children registered in program from local school to Rosecrans Recreation Center.
- Help children with homework from various ages.
- Lead games and activities for children of various ages.

Qualifications:
- Experience working with children.
- Working knowledge of regulations regarding working with children.
- Proficiency in at least one area of academics (to assist with homework) preferred.
- Ability to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

Duties:
- Assist children ages ranging from 5-12 years old with math, reading, writing, and completing homework assignments.
- Prepare age-appropriate lessons plans for activities and implement lesson plans.
- Prepare activity space including tasks such as setting up/taking down of tables, boards, lesson materials, etc.
- Conduct custodial care of equipment and supplies associated with program.
- Interact professionally with parents and participants.
- Assistance in organization, implementation and supervision of the ASC, as directed by the Coordinator and the Director.
- Other responsibilities assigned as needed by the Senior Director, Facility Director and/or the Recreation Coordinator.

To Apply:
Send resumes to: Lucindy Jeter
Lucindy.jeter@lacity.org

Last Day to Apply: September 25, 2021