Recreation Assistant

Available Hours: Up to 20 hours per week

Job Description: Assist both Full Time and Part Time staff with the implementation of year round recreational programaing.

Duties Performed: Under close supervision, employees in this class assist recreation staff in the delivery of recreational activities or programs. The duties include, but are not limited to, the following: office management and tasks including the utilization of Microsoft Office and Google applications, phone etiquette, receipt of city funds and program payments, cleaning, class/clinic instruction, getting familiar with sports rules, coaching, acting as a camp counselor, officiating sports leagues, and gymnasium and field operations which include set-up and break down of equipment and recreation center opening and closing.

Qualifications: Applicant is preferred to have the experience and ability to work with youth ages 5-15 years of age as well as adults and maintain control of the assigned classes, leagues and clinics. Must have patience, and be easily motivated, forward thinking, proactive and energetic.

Email resume to: SilverLake.RecreationCenter@lacity.org
Attn: Gordon Dupree

Last Day to Apply: September 25, 2021