

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
WILMINGTON RECREATION CENTER
325 N. NEPTUNE AVE., WILMINGTON, CA 90744

RECREATION ASSISTANT

Winter 2021

Available Hours

Up to 20 hours per week; various shifts Monday-Friday, 2:00 p.m. - 6:00 p.m.; hours are not guaranteed and based on weekly enrollment

Job Description / Duties

- Greet parents and youth during check in and/or check out.
- Group leader - facilitate and supervise recreational activities in a day camp setting; including, but are not limited to, the following tasks:
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth; ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Follow ALL COVID protocols; including, but are not limited to, getting weekly COVID testing and wearing a face covering/mask and gloves at all times during work shifts.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands.)

Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment is preferred.
- Ability to actively lead children and work independently and collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Willingness and ability to follow directions, be on time, and reliable.
- Candidates available for duration of program preferred.

To Apply

Please send your resume to:

Yessica.Famoso@lacity.org
Yessica Famoso, Recreation Facility Director

Application Deadline

December 23, 2021