



CITY OF LOS ANGELES- Department of Recreation and Parks



CABRILLO BEACH BATHHOUSE

3800 Stephen M. White Drive. San Pedro, CA, 90731
Office: (310) 548-7554 Email: Karl.Stephens@LACity.org
www.laparks.org

RECREATION ASSISTANT:

3 positions available.

AVAILABLE HOURS: Up to 20 hours a week. Monday-Friday. Hours may vary depending on the needs of the program, budget, and enrollment.

DUTIES & RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Assist Director and staff with supervising children in After School program for children 5-12 years old. Provide homework assistance, plan, organize and actively participate in recreation games and activities
- Setting up and taking down program/activity equipment and any other program/activity related materials.

QUALIFICATIONS:

- **Current Valid California Driver's License**
- Documented Recreation and Supervision experience with children ages 5-12 years. Willing to work various hours, initiative is expected.
- Early Childhood Education credits, (or presently enrolled in course work) a plus.
- LICENSE OR CERTIFICATE: Possession of a valid work permit from school if applicable.
- Possession of CPR and First Aid certificate is preferred
- Utilizes quality customer service skills and techniques and effective communication skills (orally and in writing).
- Establishes and maintains effective working relationships with the public, staff, and other agencies.

PHYSICAL REQUIREMENTS:

- This position requires setting up and taking down program/activity equipment and any other related materials.
- Active participation in all aspects of the program may include the ability to stand, walk, stoop, kneel, crouch, and/or reach for extended periods of time.
- Ability to lift, push, pull, carry a minimum of 15 lbs.

Due Date: March 11, 2022

E-mail your resume with the subject line AFTER SCHOOL PROGRAM to:

Karl.Stephens@LACity.org

Senior Recreation Director