

City Of Los Angeles • Department of Recreation & Parks
Mt Carmel Recreation Center

RECREATION ASSISTANT
Teen Club Program

Available Hours: Availability to work (Up to 20 hrs) Monday- Saturday
Monday – Friday (available hours after 3pm)
Saturday – Hours could vary as early as 8:30am - 5:30pm

Description of Duties:

- Assist full-time recreation staff by monitoring patrons participating in recreational and sports related activities and programs at the recreation center
- Lead recreational and sports activities or participates in other work involving the application of specialized knowledge and skills
- Conducts the effective delivery of recreation program on a part-time or half time basis, at times without immediate supervision
- Interacts with the public
- Experience working with groups of children in after-school club setting.
- Able to actively lead children and work independently, as well as collaboratively, as needed.
- Able to assist youth with homework (6th – 12th Grade)
- Maintains discipline/code of conducts in indoor and outdoor game areas
- Complete reports
- Renders first-aid in cases of minor injury, if trained; and related work assigned by the full-time staff of the recreation facility
- Able to lift 10-25lbs and set up and take down sports equipment
- Able to abide by all Covid19 protocols and mandates issued by the Department
- Ability to coach multiple teams in different age division
- Ability to properly engage parents and discuss child's progress
- Able to demonstrate conflict resolution strategies

Preferred Requirements:

- 1 to 3 years' experience working in an educational setting programming
- 18 years or older, bi-lingual is preferred
- Valid California driver's license
- Experience conducting youth leagues

Qualifications:

- Applicants who express the desire to work in a public recreation environment preferred
- Develop, plan and implement daily activities for a group of youth on a consistent basis
- Possess the ability to: multi-task interacts with public, handle computer registration, perform duties with minimum instruction, and work with minimum general supervision
- Phone and computer skills (Windows & Excel) preferred
- Able to work week nights and weekends as needed

To Apply:

Send resume to:

Daniel Nuñez

Daniel.Nunez@lacity.org

SUBJECT: RA TEEN CLUB PROGRAM

Last Day to Apply:

March 11, 2022