

## Van Nuys Recreation Center

14301 Vanowen St., Van Nuys, CA 91405

Phone: (818) 756-8131 \* Email: [vannuys.recreationcenter@lacity.org](mailto:vannuys.recreationcenter@lacity.org)

### RECREATION ASSISTANT

(4 Positions)

**Hours Available:** Schedule will vary depending on the needs of the program; Up to 10 hours per week

#### DESCRIPTION OF DUTIES/RESPONSIBILITIES:

Under the general supervision of recreation staff: Candidate will be responsible for supervising, producing, leading and implementing high quality age appropriate indoor and outdoor day camp, cultural classes, and sports related activities including but are not limited to; arts & crafts, dance, fitness, games, soccer, flag football, basketball, volleyball, tennis, t-ball/baseball, medic ball, handball and dodge ball. Candidate must also have the ability to coach, score keep, umpire, and referee sports leagues.

This position requires setting up and taking down program/activity equipment & any other program/activity related materials. This position requires active participation in all aspects of the program including the ability to stand for prolonged periods, running, walking long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather.

#### POSITION REQUIREMENTS:

- ✓ Knowledgeable in sports preferred.
- ✓ Skilled and trained in the above mentioned areas preferred.
- ✓ Ability to teach a variety of ages and skill levels.
- ✓ Must have the ability to plan, organize, and lead classes/clinics in a proficient manner.
- ✓ Must have a kind and nurturing manner and able to inspire and motivate students.
- ✓ Must have the ability to establish and maintain an effective professional relationship with students, parents, the public, staff, community groups, and other relevant agencies.
- ✓ Must be punctual and reliable.
- ✓ Must adhere to and follow safety protocols and given instruction on current COVID-19 practices and procedures.

#### REQUIRED AVAILABILITY:

- **Activities/Classes/Leagues:** Monday-Friday between 4:00pm-7:00pm and Saturdays between 9:00am-5:00pm
- **Day Camp,** Seasonally: Monday-Friday between 7:30am-6:00pm

#### TO APPLY:

Send Resume to:

**Evan Nakamura**

Van Nuys Recreation Center

14301 Vanowen St.

Van Nuys, CA 91405

[evan.nakamura@lacity.org](mailto:evan.nakamura@lacity.org) / (818) 756-8131

#### LAST DAY TO APPLY:

**April 29, 2022**