

LINCOLN HEIGHTS YOUTH CENTER

2911 ALTURA STREET LOS ANGELES, CA 90031

OFFICE: 323-226-1401 / EMAIL: john.ruiz@lacity.org

Recreation Assistant (Year Round)

Available Hours:

Up to 20 per week; depending on program and budget

Job Description:

Assist Full Time (FT) staff with the day-to-day operation at a community recreation center. Programs may include: After School Club, seasonal camps, coaching for youth sports leagues (including: basketball, baseball/softball, cheer, volleyball, soccer, and flag football, etc), assist with leading youth sports clinics, art & exercise classes. Assist FT staff with special events (Halloween, Spring Egg Hunt, and youth sports banquets).

Candidate should conduct themselves professionally to program participants, parents, park patrons and other recreational staff. Employees are to be courteous and professional when taking phone calls and messages. Have sound judgement to be able to employ methods that safeguard the health and safety of each program participant. Strive to maintain a safe learning environment for youth, ages 4 - 17. Organize and lead a variety of small and large group activities. Have a working knowledge of different sports, games, and activity ideas. Plan art/crafts projects. Help maintain the organization of the facility and the Department of Recreation & Parks at all times.

Qualifications:

Team player and a positive attitude. (2) years prior experience working with children is desirable. English/Spanish bilingual preferred. Have knowledge and practical experience of participating in sports. Certified High School officiating experience is preferred.

To Apply:

Please email resumes to: john.ruiz@lacity.org

Last Day to Apply May 4, 2022