

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
SLAUSON RECREATION CENTER
5306 Compton Avenue, Los Angeles 90011 • (323) 233-1174

RECREATION ASSISTANT

Available Hours

0-20 hours per week; various shifts Monday-Saturday, 9:00 a.m. - 9:00 p.m.; hours are not guaranteed and based on weekly enrollment

Job Description / Duties

- Greet parents, youth, and teens during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, tasks including, but are not limited to:
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children, teens and seniors
 - leading children, teens, and adults in creative activities including indoor and outdoor games, sports, special events, arts and crafts, and field trips
- Setup, breakdown, and cleaning/sanitizing of equipment; ex: canopies, tables, water coolers, and all games and activities
- Assist with the serving of lunch and preparation/serving of snacks
- Attend to any individual needs of the youth, but not limited to teens and seniors, ex: restroom use, injuries
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth
- Most activities are outdoors and employee may be exposed to the sun and heat for a prolonged period of time
- 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, etc.)

Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, as well as teens and seniors
- Ability to actively lead children, teens and seniors to work independently, as well as collaboratively, as needed
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor
- Must be able to participate in all activities including actions such as walking and standing for long periods of time, squatting, kneeling, lifting /carrying at least 20 lbs
- Must be able to follow directions, be on time, and reliable

To Apply

Send resume to: nicole.griffin@lacity.org

Last Day to Apply: May 10, 2022