

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Loren Miller Recreation Center

2717 S. Halldale, Los Angeles, CA 90018 • (323) 734-4386

RECREATION ASSISTANT

Available Hours

0-20 hours per week; various shifts Monday-Saturday, 8:00 a.m. – 8:00 p. (hours will vary). Hours are not guaranteed and based on seasonal activity enrollment

Job Description / Duties

- Greet parents and youth during check in and/or check out
- Staff member: facilitate and supervise recreational activities in a setting, to include, but are not limited to
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of equipment needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods 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, in activity-type environment is preferred.
- Must be able to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in all activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must commit to assigned hours given to them by the Recreation Coordinator and/or Director of the facility.

To Apply

Send resume to: stephen.sayward@lacity.org
Subject Line: Recreation Assistant Position
Attn: Stephen J. Sayward, Facility Director

Last Day to Apply: August 5, 2022