

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

RESEDA PARK

18411 Victory Blvd. Reseda, CA 91335

818-881-3882

Email: Reseda.recreationcenter@lacity.org

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

0-3

Hourly rate: \$19.02

MONDAY- SATURDAY HOURS AVAILABLE

7:00AM-8:30PM

WEEKLY AVAILABLE HOURS

0 TO 20+ HOURS PER WEEK (Varies and as needed)

Description of Duties: Seeking qualified staff to lead and facilitate early learning classes, art activities, seasonal camps, afterschool programs, sport leagues, and/or special events. Must develop instructional plans that are age appropriate, development of skills, and promote sportsmanship/teamwork.

Duties Performed:

- Teach various sports, recreational activities to different age groups.
- Teach various art/dance/ music/ exercise to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, classes, special events, and/or league.
- Must dress accordingly to specific clinics, classes, special events, and/or league.
- Umpire/ referee games as needed.
- Supervision of a group of children at facility, outdoor area, and public spaces.
- Organizing activities and supplies needed.
- Administrative task, answering phones, checking emails, taking payments, report writing, tech skills, Microsoft Office/ Google Docs competency, and social media.

Qualifications:

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.
- Must be committed to facilitate the start to finish of the classes and programs.

Experience and education:

- Experience with and knowledge of sports.
- Experience and knowledge with tech/computer skills.
- Experience with and knowledge of art, dance, and/or music, and holiday events.
- Experience teaching youth.
- Must be 18 years of age or older to apply.

TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO

C/O Monica Resendez at reseda.recreationcenter@lacity.org

Email subject line: Reseda Park Bulletin-Hiring.

LAST DAY TO APPLY

September 9th, 2022 (For Winter 2022-2023 Season)