

City of Los Angeles • Department of Recreation and Parks

Ramona Hall Community Center

4580 N. Figueroa St, Los Angeles, CA 90065 / Office: (323) 276-3021

RECREATION ASSISTANT

AVAILABLE HOURS

Available to work up to 20 hours per week, Monday- Saturday, 7:00 a.m.-5:45 p.m.

DESCRIPTION OF DUTIES

- Greet parents and youth during check in and/or check out
- Facilitate and supervise recreational activities in an after school /camp setting, including, but are not limited to
 - o Assist in the organization of individual and group activities, while being creative and energetic
 - o Assist in supervising a group of 10-12 children
 - o Assist in leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Assist/monitor events
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support 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 volunteering or working with a group of 10-12 children, ages 6-12 years old, in after school or camp environment is preferred.
- Ability 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 camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Willingness and ability to follow directions, be on time, and reliable.
- Candidates available all 9 weeks of camp are preferred.

TO APPLY PLEASE EMAIL RESUME TO:

Veronica Pinedo, Recreation Coordinator

Veronica.pinedo@lacity.org

Office: 323-276-3021

LAST DAY TO APPLY: September 17, 2022