

City of Los Angeles • Department of Recreation and Parks  
LOU COSTELLO JR. RECREATION CENTER  
3141 E Olympic Blvd, Los Angeles, CA 90023  
Email: [costello.recreationcenter@lacity.org](mailto:costello.recreationcenter@lacity.org)  
Phone: 213-485-9111

## RECREATION ASSISTANT

### CLASS PARKS (Clean And Safe Spaces Teen Program)

**DATE:** 03/31/23

**AVAILABLE HOURS: Hours vary.** Must be available to work 1-15 hours per week, Monday-Friday 4:00p.m.-8:00p.m.; Saturday, 7:00 a.m.-9:30 p.m.; all special events, games, tournaments.

**DESCRIPTION OF DUTIES:** Minimum of 2 years of working with youth ages 11-17 preferred. A Recreation Assistant is responsible for planning, implementing, leading and supervising recreation activities and working directly with the Recreation Director. Attend all planned program trainings and meetings; communicating effectively with youth, patrons, volunteers, and staff; the ability to effectively communicate orally and in writing; provide a safe and positive experience; successfully supervising youth and patrons at all times. Recreation Assistant must demonstrate effective leadership skills; enable youth in developing positive skills; providing a safe, inclusive environment and experience. Must be van trained.

**QUALIFICATIONS:** Recreation Assistant must provide a current resume with references, and pertinent proof of knowledge of the following: sports, crafts, cooking, and cricut instruction. Recreation Assistant must have extensive knowledge of how to work with youth ages 11-17 and be knowledgeable of teaching sports, crafts, cooking, cricut crafts and homework assistance. Recreation Assistant must be able to work Friday night Teen Extreme, CLASS Special Events, CLASS Field Trips, and attend all mandatory trainings (specific dates and times TBA). Recreation Assistant must have ability to work effectively and positively with people; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual, dependable, and participate effectively with other staff.

To Apply Send Resume To: Rocío Contreras, Senior Recreation Director  
Email: [rocio.h.contreras@lacity.org](mailto:rocio.h.contreras@lacity.org)

**Deadline to Apply: April 14, 2023 (Extended)**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)