

**City of Los Angeles, Department of Recreation and Parks
Cardenas Recreation Center
14740 Blythe St.
Panorama City, CA. 91402 (818) 781-3952**

**RECREATION ASSISTANT
Salary: \$19.02 per hour**

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

**Available Hours: Monday - Friday, 7:30 am - 5:30 pm
Hours:10/40 hours (depending on needs of program)**

Description of Duties:

Under the general supervision of Recreation Staff, staff would create a high quality, fun experience for every camper aged 6 - 13 years old. Duties include, but are not limited to, organizing individual or group activities; supervising children; leading children in creative activities ranging from singing camp songs, indoor and outdoor games, special events, arts and crafts and field trips; set-up and tear down games and activities; ensure the safety and well-being of campers; follow directions, rules, policies, and guidelines; ensure all youth are comfortable, safe, included, and perform other duties as assigned.

Qualifications:

- Experience working with children ages 6 - 13 years old in a camp environment preferred
- Must maintain safety standards and procedures
- Must be available to work from June 10-August 9, 2019, and any hours of camp operations
- Must be punctual and reliable
- Must be able to teach a variety of ages and skill levels and be able to plan, organize and lead activities in a proficient manner
- Must have an ability to establish and maintain an effective professional relationship with campers, the public and staff
- Must adhere to and apply Recreation and Parks policies and procedures daily

**To Apply: Email resume: charlton.burlton@lacity.org
Last Day to Apply: January 6, 2023**