



City of Los Angeles Department of Recreation and Parks

SHADOW RANCH RECREATION CENTER

22633 Vanowen St. West Hills, CA 91307 (818) 883-3637

Email: shadowranch.recreationcenter@lacity.org

<https://www.laparks.org/reccenter/shadow-ranch>



RECREATION ASSISTANTS

AVAILABLE HOURS: Monday-Saturday/up to 15-20 Hours/Schedule Varies

DESCRIPTION OF DUTIES:

- Lead supervise youth in seasonal camps, preschool, after school program, classes, clinics, special events and recreation sports leagues such as soccer, basketball, baseball and softball.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games, practices, leading crafts activities, dancing and singing camp songs, musical instruments theme days and field trip activities.
- Set-up and break down supplies and equipment for the programs including but not limited to lining the fields, organizing game equipment, chairs, games, activities, crafts and more.
- Provide assistance to the Recreation Coordinator and Director with additional program needs such as contacting patrons, sending important reminders, answering phones, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events and cleaning up accordingly.
- Attend all training and meetings.
- Create and develop a bond with the community and culture in a professional manner.
- Required to dress in appropriate attire.

QUALIFICATIONS:

- Self-driven, professional, and possesses a good work ethic.
- Excellent and effective communication skills with children, teens, staff and patrons.
- Computer literate and knowledge of MS Office and Google Suite
- Must be 18 years or older
- Ability to be upbeat and energetic throughout program activities.
- Ability and desire to work in a public recreation environment with children.

TO APPLY:

Send Resume to:

Ann Marie Rodriguez

Annmarie.rodriguez@lacity.org

LAST DAY TO APPLY:

January 13, 2023