

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
ALPINE RECREATION CENTER
817 YALE STREET, LOS ANGELES CALIFORNIA 90012
Ph. #213-485-5448

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

5

HOURS AVAILABLE

WEEKDAYS 7:30AM- 6:00PM

WEEKLY AVAILABLE HOURS

5 TO 20 HOURS PER WEEK

Description of Duties: Recreation Assistant will help supervise and assist the Sr. Facility Director and Coordinator in providing recreation activities for youth ages 5-12 years. Candidate will be expected to lead and supervise youth in arts and crafts, indoor and outdoor games and help maintain the park in a clean manner, etc...

Qualifications:

- Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age preferred.
- Cantonese, Mandarin, Cambodian, Vietnamese, Spanish speaking preferred, but not required
- Ages 18 and over
- Must be flexible with the schedule that we give you

- **Ability to:**
 - Lead and organize activities professionally.
 - Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
 - Establish and maintain effective working relationships with public, community groups, staff and other agencies.
 - Be outgoing and a good role model for youth.
 - Communicate clearly and concisely (Oral and written).
 - Exercise good judgment, courtesy, and tact with staff and public.
 - Utilize quality customer service skills and techniques and interpersonal relationships.

TO APPLY, PLEASE EMAIL RESUME TO:

Joann Chung-Lee, Recreation Coordinator
E-mail: joann.chung@lacity.org

**LAST DAY TO APPLY:
September 16, 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