

**Penmar RC**

1341 Lake St, Venice CA. 90291

**RECREATION ASSISTANT**

2023

7 Available positions

**Available Hours**

0-20 hours per week; various shifts Monday-Friday, 9:00 a.m. – 9:00 p.m. (4-5hour shifts); Saturdays from 8am-5 pm, hours are not guaranteed and based on office/program needs.

**Job Description / Duties**

- Greet patrons, participants, park visitors and provide quality customer service to all at the park.
- Group leader - facilitate and supervise recreational activities in an Afterschool Club setting, Sports program setting including, but are not limited to
  - Organizing individual and group activities, while being creative and energetic.
  - Supervising a group of 6-10 children.
  - Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts.
- Setup, breakdown, and cleaning/sanitizing of program needs; ex: canopies, tables, water coolers, and all games and activities.
- Be able to answer phones, questions and support the office staff by taking registration.
- Support the Recreation Coordinator and/or Director in enforcing the rules of the park and emergency procedures with our park patrons.
- Help organize the leagues, implement rules, officiate games during league play.
- Must ensure that all activities and programs are conducted in a safe, fun, and age appropriate learning environment.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Must be at least 18 years old
- We are looking for outgoing creative people with a positive attitude and a strong work ethic.
- Experience working with a group of 10-12 children, ages 5-15years old.
- Office, clerical, and google drive suite experience is a plus.
- Must be able 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 run and stand for long periods of time, squatting, kneeling and lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and be reliable.
- Must be able to provide prior work experience and references.

**To Apply**

Send resume to: [adan.pulido@lacity.org](mailto:adan.pulido@lacity.org) and [Dylan.Thomas@lacity.org](mailto:Dylan.Thomas@lacity.org)

Last Day to Apply: March 9, 2023

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)