

City of Los Angeles Department of Recreation and Parks

Lanark Recreation Center
21816 Lanark St. Canoga Park, CA 91304
(818)-883-1503

**RECREATION ASSISTANT
Sports/Camp**

Available Hours

0-20 hours a week

Hours

Monday – Saturday,
Exact schedule will vary based on program needs

Description of Duties

Duties include, but are not limited to

- supervising kids enrolled in the program;
- distribution of information and communication with parents;
- set up, preparation and clean-up of sports activities;
- guiding children, coaching and running activities;
- Possible office duties including registration and bookkeeping

Qualifications

- Experience working with children 6-16 years old in the recreation setting preferred
- Ability to move, carry and set up sports equipment, games, and other supplies needed for programming
- Ability to swim is preferred; swim attire may be required if assigned to Summer Camp
- Enthusiastic, responsible, reliable, professional, displays good judgment and the ability to inspire and motivate children.
- Ability to follow direction and adapt to change and follow/implement trainings

Lanark Recreation Center is looking for creative, motivated and industrious candidates to join our growing program. Our goal is to become one of the premier Recreation Centers in the City of Los Angeles and need more great staff to get there!

To Apply

Email resume to: Email: Jeremy.Aldridge@lacity.org
Subject: Recreation Assistant

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