

City of Los Angeles · Department of Recreation and Parks

**Fred Roberts Recreation Center**

4700 Honduras St. Los Angeles, CA 90011

Office: 323-234-8650 / Email: [fredroberts.recreationcenter@lacity.org](mailto:fredroberts.recreationcenter@lacity.org)

**Recreation Assistant (Year Round)**

**Available Hours:**

Up to 20 per week; depending on program and budget.

**Job Description:**

Assist Full Time (FT) staff with the day-to-day operation at a community recreation center; programs include: After School Club, Preschool, seasonal camps, coaching for youth sports leagues (including: basketball, baseball/softball, cheer, volleyball, soccer, boxing, Taekwondo and flag football), assist with leading youth sports clinics, art & exercise classes. Assist FT staff with special events (Halloween, Spring Egg Hunt, and youth sports banquets). Candidate should conduct themselves professionally to program participants, parents, park patrons, other recreational staff. Employees are to be courteous and professional when taking phone calls and messages. Have sound judgment to be able to employ methods that safeguard the health and safety of each program participant. Strive to maintain a safe learning environment for youth, ages 4 - 17. Organize and lead a variety of small and large group activities. Have a working knowledge of different sports, games, and activity ideas. Plan art/crafts projects. Help maintain the organization of the facility and the Department of Recreation & Parks at all times.

**Qualifications:**

Team player and a positive attitude. Prior experience working with children not necessary, but is desirable. English/Spanish bilingual preferred. Have knowledge and practical experience of participating in sports.

**To Apply:**

Please submit resumes to:

Jorge Valdovinos [jorge.valdovinos@lacity.org](mailto:jorge.valdovinos@lacity.org) or Valerie Norris [valerie.norris@lacity.org](mailto:valerie.norris@lacity.org)

**Last Day to Apply:**

March 24, 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)