

City of Los Angeles Department of Recreation and Parks
GREEN MEADOWS RECREATION CENTER

431 E. 89th Street, Los Angeles, CA 90003 * Phone (323) 565-4242

RECREATION ASSISTANT
SUMMER 2023

Available Hours: Up 6 hours per week
Monday-Friday, 6pm -7:30pm
Hours are not guaranteed and based on enrollment.

Job Description: Seeking motivated candidates who will work as a Recreation Assistant performing various recreational duties.

Responsibilities:

- Greet parents and youth during check in and/or check out
- Coach, facilitate and supervise children practicing in our various programs at Green Meadows Recreation Center.
- Create skilled and age appropriate lesson plan that will generate the kid's interest and keep them engaged.
- Including, but are not limited to, organizing individual and group lessons, while being creative and energetic. Must have basic math, writing and reading skills.
- Supervising a group of 10-12 children
- Must be available to Coach various games/sports during the week and weekend when needed.
- Must also, have some knowledge of refereeing.
- Lead children in sessions that promote a well-rounded athlete/child/camper. .
- Attend to any individual needs of the youth ex: restroom use, injuries
- Support the in establishing rules and emergency procedures with youth
- Must attend all mandatory staff meetings and trainings.
- Flexibility is a must, duties may change as assigned by Director, Coordinator or Camp Director.

Qualifications:

- Experience working with a group of 10-12 children, ages 5-17 years old, in a structured environment preferred
- 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 walk, jog and stand for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs
- Must be able to follow directions, be on time, and reliable.

To Apply:

Send resume to: Alea Douglas (Director) alea.douglas@lacity.org

Last Day to Apply: April 7, 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