

**LELAND RECREATION CENTER**

863 S. Herbert  
San Pedro, CA 90731

**RECREATION ASSISTANT**

Positions: 4

**Available Hours**

0-30 hours per week; various shifts Weekdays/Weekends 7:30am - 1:30pm or 1:00pm - 6:00pm (hours are not guaranteed and based on program needs.)

**Job Description / Duties**

- Greet parents and youth during check in and/or check out
- Implement, conduct and oversee group activities for school aged children
- Ability to communicate well with staff, parents and children in a professional manner
- Oversee and actively participate in physical activities
- Ability to work well both independently and in a group setting
- Must be able to interact with children during group activities
- Must have basic computer and office skills
- Provide quality customer service to internal and external customers
- Ability to teach and oversee various programs and activities including but not limited to sports, arts & crafts, cultural programs, afterschool club and preschool
- General office duties which includes office coverage, knowledge of Microsoft Office, answering phones, faxing, photo copying, filing and submitting job orders
- Assist Director and Recreation Coordinator with additional program needs such as contacting patrons, sending important reminders, collecting payments, submitting documents and distributing supplies

**Qualifications**

- Must be at least 18 years old to apply
- Must abide by all current COVID protocols as defined by the City of Los Angeles, Department of Recreation and Parks
- Ability to stand for extended periods of time and participate in physical activities
- Prior experience working with large groups of children in an organized environment highly desirable
- Must have strong leadership skills and be able to plan, organize and lead classes and/or activities in a proficient manner
- Applicant will be trained by the City and should be willing and able to drive City passenger van vehicles
- Bilingual (English/Spanish) a plus, but not required for consideration

**To Apply**

Send resume to: Reneshia White, Director  
[leland.recreationcenter@lacity.org](mailto:leland.recreationcenter@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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)