

City of Los Angeles Department of Recreation and Parks
NORMANDEALE RECREATION CENTER
22400 Halldale Ave. Torrance, CA 90501
310-328-3689

Recreation Assistant

Positions: 4

Available Hours:

- 0-30 hours per week
- Weekdays/Weekends
- Times vary depending on program

Description of Duties:

- 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
- Must be active, able to stand for extended periods of time and participate in physical activities
- Experience working with large groups of children in an organized environment
- 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 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

Jonathan Avila, Director
Normandale.recreationcenter@lacity.org

Last Day to Apply: May 11, 2023 (Extended)

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

23-044 (03302023jb)
Extension (04272023jb)