

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

ROSE HILL RECREATION CENTER

4530 MERCURY AVE LOS ANGELES CA 90032

Ph. # (323) 225-0450

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE 5

HOURS AVAILABLE Monday-Friday 5pm-8pm and Saturdays 7am-4pm.

WEEKLY HOURS AVAILABLE 5 to 20 hrs. depending on program needs

Job Responsibilities

- Seeking motivated candidates who will work with school age children in programs and sports leagues.

Responsibilities

- Greet parents and youth during check in and/or check out. Group leader - facilitate and supervise recreational activities in a sports setting, including, but not limited to, organizing individual and group activities, coaching a group of 10-15 children.
- Leading children in creative activities, including indoor and outdoor games, sports, and special events. Setup, breakdown, and cleaning/sanitizing of outdoor sport's needs; ex: canopies, tables, water coolers, and all games and activities.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands, sweep, clean sports and storage area organized.
- Bilingual preferred but not required and knowledgeable with computers, excel, google docs etc.

TO APPLY, PLEASE SEND RESUME TO:

SANDRA SEDANO, Facility Director

OR

RAUL AREVALO, Recreation Coordinator

E-mail: Sandra.sedano@lacity.org or raul.arevalo@lacity.org

Last Day to Apply: September 16, 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

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