

**Toberman Recreation Center**

1725 S. Toberman Street.  
Los Angeles, CA 90015

**RECREATION ASSISTANT**

**Available Hours**

0-20 hours per week; various shifts Monday-Friday, 7:00 a.m. - 1:00 p.m. or 12:30 p.m. - 6:30 p.m. (6 hours);

**Job Description / Duties**

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, including, but are not limited to
  - organizing individual and group activities, while being creative and energetic
  - supervising a group of 10-12 children
  - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- 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.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

**Qualifications**

- Experience working with a group of 10-12 children, ages 6-12 years old, at a recreation center is 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 participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.
- Candidates must be available all 9 weeks of camp and for any related training.

**To Apply**

Send resume to: [toberman.recreationcenter@lacity.org](mailto:toberman.recreationcenter@lacity.org)

**Last Day to Apply:** 04/27/2023

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/online/docs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)