

Recreation Assistant

Available Positions: 4 Recreation Assistant

Available Hours: 0-20 hours per week; available to work Monday-Saturday, and/or Sunday- as needed. Between 9am-10pm.

Job Description: Seeking motivated candidates who will work as a Recreation Assistant for Day Camp Counselor, Sports (Tennis, Basketball, Flag Football, Soccer, Baseball/Softball) , and Classes (Gymnastics, Theatre, Music, Piano, Guitar, Preschool age sports). Have excellent customer service skills. To do any duties that the Coordinator or Director has asked with proper training.

Responsibilities:

1. Greet parents and youth during check in and/or check out
2. Including, but are not limited to, organizing individual and group activities, while being creative and energetic
3. Supervising a group of 10-12 children, teach a class, run a sport skills training.
4. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
5. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
6. Must be able to function without a cell phone for extended periods of time.
7. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
8. Other assigned duties as assigned by Recreation Coordinator and/or Director; preparation of crafts, office work.
9. Organize weekly and monthly schedules and lesson plans of activities
10. Cleaning and organizing to keep center clean. Mopping after spills.

Qualifications:

1. Experience working with a group of 10-12 children, ages 5-12 years old, in a camp environment, coaching a team, teaching a class, clinic.
2. Must be able to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Ability to participate in all active activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Must be able to follow directions, be on time, and reliable.
7. Must be fully vaccinated or exemption approval is required before employment is offered.

To Apply: Send resume to: Tri Hang, Facility Director

Email: tri.hang@lacity.org

Subject: Recreation Assistant

Deadline to Apply: April 28, 2023