

City of Los Angeles, Department of Recreation and Parks
Highland Park Recreation Center
6150 Piedmont Ave Los Angeles, Ca 90042
Tel : 323-847-4876
HighlandPark.RecreationCenter@lacity.org

2023 Recreation Assistant

Available Hours: 1-20 hours. The applicant must be able to work Mon-Fri and on some Saturdays and Sundays. The applicant must be able to attend pre-program trainings. The hours vary depending upon the needs of the program. The hours will fall between Monday and Friday, 4:00pm to 9:00pm and Saturdays 9am-3pm. This is a part-time position.

Positions to be filled: 8

Description of Duties:

Must be able to communicate professionally with other staff, parents and public.

1. Teach and implement activities and games.
2. Develop and implement weekly activities.
3. Teach basic sports to youth including (but not limited to) baseball, soccer, football and basketball.
4. Create routine drills and obstacle course related to sports afore mentioned.
6. Teach and implement basic arts & crafts projects.
7. Maintain discipline on indoor and outdoor play areas.
8. Render first-aid in cases on minor injury.

Qualifications:

- Applicants should have enthusiasm for the job, have good character, have good sportsmanship, be responsible, be a good role model, be a team player and have good communication skills.
- Follow ALL COVID-19 protocols. Be comfortable enforcing COVID-19 protocols with patrons and participants.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Have basic understanding of the rules for Baseball, Soccer, Basketball, Softball, and Volleyball.

To apply: Send Resume To:

Elizabeth.narvaez@lacity.org

Last day to apply: May 11, 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