

City of Los Angeles Department of Recreation and Parks  
Jackie Tatum Harvard Recreation Center  
1535 West 62<sup>nd</sup> Street \* Los Angeles, Ca. 90047  
Phone: (323) 778-2579  
Email: [Jackietatumharvard.recreationcenter@lacity.org](mailto:Jackietatumharvard.recreationcenter@lacity.org)

## Recreation Assistant

Available Hours: Varies from 0-20 hours per week

Job Description: Assist both Full Time and Part Time staff with the implementation of year round recreational programing.

Duties Performed: Under close supervision, employees in this class assist recreation staff in the delivery of recreational activities or programs. The duties include, but are not limited to, the following: Office Management Including, Knowledge of Microsoft Office (Flyers, Spreadsheets, Presentations) RECTRAC, Knowledge of Google (Email, Sheets, Drive, Meet), Phone Etiquette, Receipting of City Funds, General Cleaning as necessary. Class / Clinic Instruction and Sports Rules Familiarization, Coaching, Camp Counseling, Officiating Sports Leagues, Gymnasium, Day Camp and Field Operations including Set-up and Break Down of Equipment, Recreation center opening and closing.

Qualifications: Applicant must have the experience, ability to work with youth ages 5-15 yrs. of age (as well as adults) and maintain control of the assigned classes, leagues and clinics. Must have patience, and be easily motivated, forward thinking, proactive and energetic.

Email resume to: [jackietatumharvard.recreationcenter@lacity.org](mailto:jackietatumharvard.recreationcenter@lacity.org)  
Attn: Gordon Dupree

Last Day to Apply: May 18, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)