



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Panorama Recreation Center

8600 Hazeltine Avenue Panorama City, CA 91402
818-893-3401

RECREATION ASSISTANT (3)

Play LA, GPLA, Summer Camp, Sports leagues and Fitness Programs
(Soccer, Baseball, Flag Football, Basketball)

HOURS

Monday to Friday (5 PM to 9 PM), Saturdays (9 AM to 5 PM)
0-20 HOURS PER WEEK
Exact schedule will vary given program needs

Description of Duties:

- Recreation Assistants are expected to manage multiple tasks and possess effective communication skills.
- Work exceptionally well with kids, general public and in a group setting. · Possess knowledge of various sports such as; basketball, baseball, flag football, soccer, softball.
- Ability to organize and lead recreational activities and motivate youth to participate in activities.
- Build and establish rapport with patrons.
- Willing to work evenings, Saturdays, and special events.
- Willing to learn how to take payments for recreation programs
- Willing to coach for recreational teams and programs.

Qualifications:

High school diploma. Experience working with children preferred. The ability to write clear and concise reports, letters, and other materials. Knowledge of Microsoft Office Suite. Knowledge in recreation activities. Knowledge and experience of several sports is preferred. Experience participating in sports or sports teams as a player, coach or official.

Desired Qualifications:

Bilingual preferred and College units (Early Childhood Education, Kinesiology and Recreation) preferred. Certified in CPR and First Aid preferred.

TO APPLY

Send resume to: panorama.recreationcenter@lacity.org

LAST DAY TO APPLY: May 19, 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