

## Delano Recreation Center

15100 Erwin Street, Van Nuys, CA 91411 • Phone (818) 756-8529

### Recreation Assistant

**Available Hours:**

0-25 per week, Monday-Friday 9 am – 9 pm (Hours vary depending on the program needs)

**Number of positions:** 5

**Description of Duties:**

- Set-up and break down supplies and equipment for the programs including but not limited to lining the fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Lead and supervise youth in seasonal camps, preschool, afternoon school program, classes, clinics, special events and recreation sports leagues such as soccer, volleyball, basketball, flag football, baseball and softball.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming and field trip activities.
- Assist Recreation Coordinator and Director with additional program needs such as contacting patrons, sending important reminders, answering phones, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as gymnastics, dance, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events and cleaning up accordingly.
- Attend all trainings, meetings, communicate efficiently with players, patron, volunteers and staff.
- Create and develop bond with the community and culture in a professional manner.
- Required to dress in appropriate attire

**Qualifications:**

- Must be self-driven, professional, and possess good worth ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- Ability and desire to work in a public recreation environment with children.

**To apply please send your resume:**

<b>Drop Off/Mail To:</b> Delano RC Attn: Park Director 15100 Erwin Street Van Nuys, CA 91411	<b>Email To:</b> <a href="mailto:Delano.recreationcenter@lacity.org">Delano.recreationcenter@lacity.org</a> <b>Subject:</b> Delano Recreation Assistant – New Application
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**Last day to apply:** May 26, 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)