

**Vineyard Recreation Center**  
**2942 Vineyard Ave. Los Angeles, CA 90016**  
323.732.2469 [Vineyard.recreationcenter@lacity.org](mailto:Vineyard.recreationcenter@lacity.org)  
Contact: Arien Sanchez  
Available Hours: 0-20 Hours  
Various Shifts 7am-8pm, Monday-Saturday

## **Recreation Assistant**

Objective: Seeking motivated candidates to serve as recreation assistants for various programs and events offered by Vineyard Recreation Center.

Please be prepared to fulfill the requirements for general and cross functional responsibilities, and at least one of the areas of programming for children, adults aged 18+, and/or seniors aged 50+.

General / Cross functional Responsibilities:

1. Work performance includes, but is not limited to, organizing individual and group activities, while being creative and energetic
2. Greet program participants and chaperones during check in and/or check out.
3. Group leader - facilitate and supervise recreational activities offered to the public throughout the year.
4. Setup, breakdown, and cleaning/sanitizing of ex: canopies, tables, water coolers, and equipment and surfaces used for games and activities.
5. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with all program participants and park patrons.
6. Must be able to function without a cell phone for extended periods of time.
7. Assist with the serving of lunch and preparation/serving of snacks.
8. Assist program participants with registration and sign in process for each program
9. Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands.

Programming for children

10. Safely and effectively supervise a group of 10-12 children, ages 1-12 years old.
11. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts, and crafts, and physical activities.
12. Attend to any individual needs of the youth ex: restroom use, injuries.

Programming for Adults 18+

13. Supervise and lead recreation activities for adults, especially in areas of fitness and enhancement of life skills.
14. Demonstrate awareness and sensitivity to stage of life abilities, and lead and instruct programs appropriately.

**Last Day to Apply: June 15, 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)