

Michelle and Barack Obama Sports Complex at Rancho Cienega

5001 Obama Blvd, Los Angeles, Ca 90016

Ph. (323) 290-3141

RECREATION ASSISTANT

Specialty: Afterschool, Camps, Teen Programs

Available Hours

0-20 hours per week; various shifts Monday-Friday, hours vary, weekends might be required. Hours are not guaranteed and based on program enrollment.

Job Description:

The Recreation Assistant provides prompt, efficient, and courteous guest services, follows departmental policies and procedures. Recreation Assistant work closely with supervisors and assist with program planning and implementation of recreation activities and events for youth, teens and adults. This is an At-Will position. A Recreation Assistant could be required to work weekdays and/or weekends, based on center needs.

Description of Duties:

- Lead children and work independently, as well as collaboratively, as needed.
- Lead various group activities; ex: indoor and outdoor games, team building activities, sports, arts ,craft and any specialty projects or special event activities.
- Assist with program recruitment, preparation and implementation of activities for youth, teens or adults.
- Facilitate and supervise youth during recreational activities in an Afterschool or Camp setting.
- Organize individual and group activities, and supervise a group of 10-12 children.
- Setup, breakdown, and cleaning/sanitizing of outdoor or indoor equipment; ex: canopies, tables, chairs, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged periods of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: event assistance, office work, errands, etc.)
- Must participate in all program activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Must participate in all required trainings and meetings.

Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, in an Afterschool or camp environment is preferred.
- Must be able to work with or without supervision and be flexible to any adjustments that the job will required based on programming needs.
- Must be able to communicate in a positive, professional and effective way with supervisors, patrons and community partners.
- Must be able to follow instructions, be on time, and reliable.
- Preferably any knowledge in Microsoft Word, Publisher or Excel.
- Have basic knowledge about indoor or outdoor games, sports, arts and craft activities. Have basic knowledge in school subjects such as; Math, Science, English, History.
- Must possess excellent customer service skills and excellent work ethics.
- Valid California Driver License and good driving record
- Must be able to get Van Trained
- Must be 18 years or older.

To Apply Send resume to: Phillip.Wiley@lacity.org Last Day to Apply: June 16, 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf