

CLASS PARKS/ TEEN PROGRAMS

3900 CHEVY CHASE BOULEVARD

LOS ANGELES, CA 90039

(818) 243-2490

RECREATION ASSISTANT

POSITIONS AVAILABLE: 10

AVAILABLE HOURS: 0-20 hours per week, depending upon need and availability.

Various shifts Monday- Saturday between 7:00am-11:00pm. Applicants may be expected to be available Friday nights for programs during the fall and spring season and weeknights 7:00pm-11:00pm during the summer months (June, July, August).

DESCRIPTION OF DUTIES:

- Develop program materials for specific categories as established by CLASS Parks.
- Group leader - facilitate and supervise recreational activities in a day camp/educational setting, including, but not limited to
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 7-10 teens ages varying from 11-17 years old
 - Leading teens in creative activities, including indoor and outdoor games, sports, special events, hikes and other specialized activities.
- Setup, breakdown of activity supplies; ex: canopies, tables, chairs, water coolers and games.
- Support the Recreation Director in establishing rules and emergency procedures with participating youth and field staff.
- Most activities are outdoors and staff may be exposed to the sun and heat for prolonged periods of time.
- Perform other designated duties as assigned by Recreation Director (ex: preparation of crafts, office work, errands, etc.)

QUALIFICATIONS:

- Experience working with a group of 7-10 teens, ages 11-17 years old, in a camp or educational environment is preferred.
- Must be able to actively lead a group of teens and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Ability to participate in multiple activities that may include walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Must be reliable, able to follow directions and be on time for assignments.
- Applicants will be selected on the basis of their experience and knowledge of the above mentioned subjects and should be able to clearly demonstrate methods they would use to implement effective programs and or activities.
- Applicant should be willing and able to drive city vehicles (passenger vans). Applicants will be van trained by city personnel.

TO APPLY: Send resume to or apply with:

Marcela Gonzalez- FACILITY DIRECTOR

marcela.gonzalez@lacity.org

LAST DAY TO APPLY: July 13, 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