

# VALLEY PLAZA RECREATION CENTER

12240 Archwood Street, North Hollywood, CA 91606 • Phone: (818) 765-5885

## Recreation Assistant

**Available Hours: 0-20/week between Monday – Friday 3pm-9pm, Saturdays 7am-7pm**

(Hours may vary depending on the needs of the program.)

\*5 Positions Available

### Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- 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, fieldtrip activities.
- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Required to dress in appropriate attire
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner

### Preferred Qualifications:

- To be self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs is preferred. Training is available
- Candidates must be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

**To apply please send your resume:**

Drop Off/Mail To:  Valley Plaza RC 12240 Archwood Street, North Hollywood, CA 91606	E-mail To:  <a href="mailto:Valleyplaza.recreationcenter@lacity.org">Valleyplaza.recreationcenter@lacity.org</a> <b>Subject:</b> VP Rec Assistant – Fall 2023
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**Last Day to Apply: September 1, 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)