City of Los Angeles • Department of Recreation and Parks

Yosemite Recreation Center
1840 Yosemite Drive, Los Angeles, CA 90041 / Office: (323) 257-1644

RECREATION ASSISTANT
(After School Program Counselor)

AVAILABLE HOURS
Must be available to work 2-20 hours per week, Monday- Friday, 1:00 p.m.-6:30 p.m.

DESCRIPTION OF DUTIES
• Greet parents and youth during check in and/or check out
• Group leader - facilitate and supervise recreational activities in a after school /camp setting, including, but are not limited to
  ○ organizing individual and group activities, while being creative and energetic
  ○ supervising a group of 10-12 children
  ○ leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
• Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, 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.
• Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
• 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: preparation of crafts, office work, errands, etc.)

QUALIFICATIONS
• Experience working with a group of 10-12 children, ages 6-12 years old, in after school or camp environment is preferred.
• Must be able to actively lead children 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 all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
• Must be able to follow directions, be on time, and reliable.
• Candidates must be available all 9 weeks of camp.

TO APPLY PLEASE EMAIL RESUME TO:
Jennifer Rockwell, Senior Recreation Director
jennifer.rockwell@lacity.org
Office: 323-257-1644

LAST DAY TO APPLY: October 13th 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