

## SLAUSON RECREATION CENTER

5306 Compton Avenue, Los Angeles 90011 • (323) 233-1174

### RECREATION ASSISTANT

#### Available Hours

0-20 hours per week; various shifts Monday-Saturday, 9:00 a.m. - 10:00 p.m.; hours are not guaranteed and based on weekly enrollment

#### Job Description I Duties

- Greet parents, youth, and teens during check in and/or check out
- Group leader - facilitate and supervise recreational activities in a day camp setting, tasks including, but are not limited to:
- Organizing individual and group activities, while being creative and energetic, supervising a group of 10-12 children, teens and or seniors, leading children, teens, and adults in creative activities including indoor and outdoor games, sports, special events, arts and crafts, and field trips
- Setup, breakdown, and cleaning/sanitizing of equipment; ex: canopies, tables, water coolers, and all games and activities
- Assist with the serving of lunch and preparation/serving of snacks
- Attend to any individual needs of the youth, but not limited to teens and seniors, ex: restroom use, injuries
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth/senior citizens
- Most activities are outdoors and employee may be exposed to the sun and heat for a prolonged period of time
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, etc.)

#### Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, as well as teens and seniors
- Ability to actively lead children, teens and seniors to work independently, as well as collaboratively, as needed
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor
- Must be able to participate in all activities including actions such as 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

#### To Apply

Send resume to: [nicole.griffn@lacity.org](mailto:nicole.griffn@lacity.org)

Last Day to Apply October 19<sup>th</sup> 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)