

City of Los Angeles • Department of Recreation and Parks

**ALGIN SUTTON RECREATION CENTER
8800 S. Hoover Street
Los Angeles, CA 90044
(323) 753-5808**

Recreation Assistant – After School Club

Available Hours: Must be available to work during the LAUSD Calendar, Monday through Friday, 0-20 hrs. per week. August - June, LAUSD 2023-2024 Schedule only. Must be available to work in-between 11am-6:30pm Monday- Friday. You will be evaluated at the end of the session based on how well you performed the tasks described in the job description and qualifications. Be ready to be interviewed and demonstrate your skill set for the position.

Job Description: **R.E.A.L After School Program.**

Program Consist of 1.Driving City van to schools for pick up 2. Walking to schools for pick up. 3. Homework help 4. Creating snack and activity calendar/list 5. Following procedures and directions. 6. Handling emergency and behavioral issues within City protocol and in a professional manner. 7. CPR certified Preferred . 8. Detailed orientated and able to take direction and implement immediately, minimal supervision is needed in this position. Additional duties included but are not limited to, perform Rec track registration , payments and filing: Must show strong skills in leadership, be responsible and alert (e.g. walking kids across streets, driving City van), be adaptable, experience in supervising children ages 5-14, able to implement daily activities, interact with parents and guardians, assist with community events involving R.E.A.L, print up and file record of sign-in sheets, assist in ensuring participant payments are up-to date, create a calendar of monthly activities which employee is expected to lead and engage/participate in the activity, such as arts & crafts, outdoor/indoor youth activities, sports, active games and be comfortable tutoring different subjects at different levels. A passion to work with children of different ages, languages and cultural backgrounds is a must. **MUST BE EXTREMELY RELIABLE AND ON TIME.**

Available Positions: 0-3

Hours will vary and can be extended or decreased based on enrollment, budget, RAP policy, and LAUSD school hours of operation, staff availability, and needs of the program. Program will run with LAUSD calendar. No program during school breaks (winter, spring, summer and student pupil days.)

Duties and Qualifications:

- Walking /School Pick Up/ Drive for school pick up
- Help children ages 5-14 with homework
- Prepare and give snack
- Plan activity calendar/list and implementation.

- Follow procedures and directions of Full-time staff members and the ASC Handbook.
- Perform Rec track Registration & clerical duties associated with programming needs.
- Experience in supervising children ages 5-12, minimum of 3 years.
- Must show strong skills in leadership, be responsible and alert (e.g. walking kids across streets)
- Able to implement daily activities, create monthly snack list as well as interact with parents and guardians.
- Assist with community events involving ASC Club
- Print up and file record of sign-in sheets assist in ensuring participant payments are up-to date.
- Van trained, poses a valid California driver's license.
- Be physically able to participate in the games and activities with the children.
- Be able to lift equipment, set up tables and chairs 15-25 lbs.
- Create a calendar of monthly activities which employee is expected to lead and engage/participate in the activity, such as arts & crafts, outdoor/indoor youth activities, sports, active games
- Comfortable tutoring different subjects at different levels and a passion to work with children of different ages, languages and cultural backgrounds and reap the reward.

To Apply: Send resume to:

De Anna Tunstalle

Email: alginsutton.recreationcenter@lacity.org

Subject: Algin Sutton RC ASC Club

Last Day to Apply: October 20th 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