

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

Algin Sutton Recreation Center

8800 S. Hoover Street

Los Angeles, CA. 90044

(323) 753-5808

CLASS Parks Recreation Assistant

Available Hours: 2023-2024 LAUSD School year 0-25 hrs. /week (3 pm-9 pm Monday- Friday). Saturday and Sunday availability for trips and activities 8 am-9 pm are typical trip hours.

Description of Duties: Activity planning and development of summer and seasonal programming. Also, the job will require implementing accepted programs designed and collaborated by staff and employees. There will be minor supervisory positioning of special events and some delegation responsibilities.

Description of Typical Duties: Will be responsible for the planning and delegating of programs that will need facilitating. Possible office duties include answering the phone, computer input, filing papers, distributing fliers, and making phone calls to disseminate information to the public. Working at special events, teaching classes, fundraisers, and field trips (theme parks, intermural sports, music concerts, and local trips). Manage and update social media websites/accounts. Work with other staff in planning trips, special events, and daily, weekly, and monthly activities for the program's teens. Possess creativity. Must be willing to work evenings and weekends for trips and activities.

Abilities: **MUST BE DEPENDABLE.** Able to work with, teach and mentor teens ages 11-18 yrs. require minimal supervision, and to work in a diversely urban area. Possess the ability to exercise sound judgment, courtesy, and tact with staff, teens, and the public. Adaptability, in regards to the different situations and work environments, also clear communication skills, written and oral, with staff, supervisor, patrons, and community members. Capture their attention and gain respect. The ability to shape young minds and mentor. Must possess a valid California Driver's License and be van trained by start date. **MUST DESIRE TO WORK WITH YOUTH.**

Desired Qualifications:

- ❖ A willingness to learn and open to new challenges
- ❖ Microsoft word
- ❖ Excel
- ❖ Publishing
- ❖ Bi-lingual is a plus

Required Qualifications:

- ❖ 2 year minimum experience working with teens 11-18 years.
- ❖ Valid California Driver License
- ❖ Van trained by start date.

To Apply: Send Resume to or apply with:

De Anna Tunstalle

Email: alginsutton.recreationcenter@lacity.org

Subject: **CLASS Parks Rec Assistant**

The last Date to Apply is 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