**City of Los Angeles • Department of Recreation and Parks**

**CHEVY CHASE RECREATION CENTER**
4165 Chevy Chase Drive, Los Angeles, CA  90039  
Phone:  818-550-1453  
Email: chevychase.recreationcenter@lacity.org

- **Recreation Assistant**  
  (5 positions)

**Available Hours:**  
Up to 5-20 hours per week  
Monday-Friday, 12pm-6pm  
Saturdays, Hours vary

**Job Description:**
Seeking a motivated candidate with excellent customer service and computer skills. Selected candidate will help supervise and assist the Facility Director in providing recreation activities for youth ages 3-15 yrs. Candidate will be expected to lead and supervise youth in, seasonal camps, afterschool programs, special events and recreational sports leagues such as Basketball, Volleyball, Softball, Baseball, and Soccer.

**Qualifications:**
- Minimum 1-3 years of experience in the area mentioned above  
- Ability to work effectively and positively with children and adults  
- Ability to work in a fast-paced environment and efficiently multi-task  
- Ability to be punctual, dependable, and participate effectively with other staff  
- Ability to lift equipment, set-up tables and chairs 10-25 lbs.  
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily

**Duties:**
- Planning, implementing, leading and supervising recreational activities while working directly with the Recreation Coordinator and Director  
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies  
- Communicate clearly, and concisely, orally and in writing  
- Assist children ages 5-12 with homework  
- 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, group games, themed activities  
- Prepare and hand out snacks to children  
- Pick up children from school via walking or city van pick-ups

**To Apply Send Resume To:**  
Luz Perez, Facility Director  
Email: luz.perez@lacity.org

**Last Day to Apply:** November 22, 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:  