

Van Ness Recreation Center
5720 2nd Avenue Los Angeles, CA 90043
Recreation Assistant

Available Hours:

0-20 hours per week

Year round

Various shifts Monday-Saturday, ex: 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs) Hours are not guaranteed and based on program enrollment.

Job Description: Seeking motivated, professional candidates who will work in youth sports, day camp, active play classes and creative arts; primarily outdoors.

Responsibilities:

1. Greet parents and youth during check in and/or check out
2. Group leader - facilitate and supervise recreational activities in sport and day camp setting.
3. Including, but are not limited to, organizing individual and group activities, while being creative and energetic.
4. Supervising a group of 10-12 children and create a weekly curriculum.
5. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, age appropriate songs and hikes.
6. Must be able to run various sports activities.
7. Will assist with the serving of lunch and preparation/serving of snack.
8. Attend to any individual needs of the youth ex: restroom use, injuries.
9. Must be able to function without a cell phone for extended periods of time.
10. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
11. Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands.

Qualifications:

1. Must have experience working with a group of 10-12 children, ages 6-15 years old, in sports and camp environment.
2. Must be able to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Must be physically able to participate in all camp and sporting activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Must be able to follow directions, be on time, and reliable.
7. Must have a good understanding of varying sports; volleyball, soccer, basketball, flag football, Baseball, Softball

To Apply:

Send resume to: vanness.recreationcenter@lacity.org (not all resumes will receive a response)

Last Day to Apply: March 2nd, 2024

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