

City of Los Angeles Department of Recreation and Parks  
SEOUL INTERNATIONAL PARK  
3250 San Marino St., Los Angeles, CA 90006

## **RECREATION ASSISTANT**

(Various Skill Sets)

**Available Hours:** 0-20 hours per week; various shifts. Monday-Friday, hours vary, weekends might be required. Hours are not guaranteed and based on program enrollment.

**Job Description:** The Recreation Assistant provides prompt, efficient, and courteous guest services, follows departmental policies and procedures. Recreation Assistant work closely with supervisors and assist with program planning and implementation of recreation activities and events for youth, teens and adults. This is an At-Will position. A Recreation Assistant could be required to work weekdays and/or weekends, based on center needs.

### **Description of Duties:**

- Lead children and work independently, as well as collaboratively, as needed.
- Lead various group activities; ex: indoor and outdoor games, team building activities, sports, arts & crafts and any specialty projects or special event activities.
- Assist with program recruitment, preparation and implementation of activities for youth, teens or adults.
- Facilitate and supervise youth during recreational activities in an Afterschool or Camp setting.
- Organize individual and group activities, and supervise a group of 10-12 children.
- Setup, breakdown, and cleaning/sanitizing of outdoor or indoor equipment; ex: canopies, tables, chairs, water coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Most activities are outdoors and may be exposed to the sun and heat for prolonged periods of time.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: event assistance, office work, errands, etc.)
- Must participate in all program activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Must participate in all required trainings and meetings.

### **Qualifications**

- Experience working with a group of 10-12 children, ages 6-12 years old, in an Afterschool or camp environment is preferred.
- Must be able to work with or without supervision and be flexible to any adjustments that the job will require based on programming needs.
- Ability to effectively communicate in a positive, professional and effective way with supervisors, patrons and community partners.
- Capable of following instructions, be on time, and being reliable.
- Preferably any knowledge in Canva, Google suite and Microsoft Word, Publisher or Excel.
- Have basic knowledge about indoor or outdoor games, sports, arts and craft activities. Have basic knowledge in school subjects such as; Math, Science, English, History.
- Must possess excellent customer service skills and excellent work ethics.
- Valid California Driver License and good driving record
- Must have the ability to get Van Trained
- Must be 18 years or older.

### **To Apply:**

**Send resume to:** Tri.Hang@lacity.org **Email Subject:** Recreation Assistant **Last Day to Apply:** July 29th, 2024