

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

VAN NUYS RECREATION CENTER

14301 Vanowen St. 91405

818-756-8131

Email: [vannuys.recreationcenter@lacity.org](mailto:vannuys.recreationcenter@lacity.org)

## **RECREATION ASSISTANT**

### **NUMBER OF POSITIONS AVAILABLE**

**0-4**

Hourly Rate: \$20.18

(The current salary range is subject to change.)

### **MONDAY- SATURDAY HOURS AVAILABLE**

7:00AM - 8:30PM

### **WEEKLY AVAILABLE HOURS**

0 - 20 HOURS PER WEEK (Varies and as needed)

**Description of Duties:** Seeking qualified staff to lead and facilitate early learning classes, art activities, seasonal camps, afterschool programs, sport leagues, and/or special events. Must develop instructional plans that are age appropriate, development of skills, and promote sportsmanship/teamwork.

#### **Duties Performed:**

- Teach various sports/ recreational activities to different age groups.
- Teach various art/dance/ music/ exercise to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, classes, special events, and/or league.
- Must dress accordingly to specific clinics, classes, special events, and/or league.
- Umpire/ referee games as needed.
- Supervision of a group of children at facility, outdoor area, and public spaces.
- Organizing activities and supplies needed.
- Administrative tasks, answering phones, checking emails, taking payments, report writing, tech skills, Microsoft Office/ Google Docs competency, and social media.

#### **Qualifications:**

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.
- Must be committed to facilitate the start to finish of the classes and programs.

#### **Experience and education:**

- ✓ Experience with and knowledge of sports.
- ✓ Experience and knowledge with tech/computer skills.
- ✓ Experience teaching youth/ community.
- ✓ Must be 18 years of age or older to apply.

### **TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO**

C/O Carlos Rosales Martínez: [Carlos.R.Martinez@lacity.org](mailto:Carlos.R.Martinez@lacity.org)

And to Amanda Jauregui at [Amanda.Jauregui@lacity.org](mailto:Amanda.Jauregui@lacity.org)

Subject line: Hiring Bulletin

### **LAST DAY TO APPLY**

September 9, 2024 (For Fall 2024 Season)