

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**  
**ALPINE RECREATION CENTER**  
**817 YALE STREET, LOS ANGELES, CALIFORNIA 90012**  
**Ph. (213) 485-5448**

**RECREATION ASSISTANT**

Year Round

HOURS AVAILABLE WEEKDAYS

7:30AM - 6:00PM

WEEKLY AVAILABLE HOURS

5 TO 20 HOURS PER WEEK

**Description of Duties:**

Recreation Assistant will help supervise and assist the Sr. Facility Director and Coordinator in providing recreation activities for youth ages 5-12 years. Candidate will be expected to lead and supervise youth in arts and crafts, indoor and outdoor games and help maintain the park in a clean manner, etc.

**Qualifications:**

- Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age, preferred.
- Cantonese, Mandarin, Cambodian, Vietnamese, or Spanish speaking preferred, but not required.
- Ages 18 and over.
- Must be flexible with the schedule that is given.

**Ability to:**

- Lead and organize activities professionally.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
- Establish and maintain effective working relationships with public, community groups, staff and other agencies.
- Be outgoing and a good role model for youth.
- Communicate clearly and concisely (Oral and written).
- Exercise good judgment, courtesy, and tact with staff and public.
- Utilize quality customer service skills and techniques and interpersonal relationships.

**TO APPLY, PLEASE EMAIL RESUME TO:**

Joann Chung-Lee, Recreation Coordinator

E-mail: [joann.chung@lacity.org](mailto:joann.chung@lacity.org)

**LAST DAY TO APPLY: September 23, 2024**