



City of Los Angeles Department of Recreation and Parks

## ROBERTSON RECREATION CENTER

1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383

[Robertson.RecreationCenter@LACity.org](mailto:Robertson.RecreationCenter@LACity.org) [LAParks.org/RecCenter/Robertson](http://LAParks.org/RecCenter/Robertson)

[@RobertsonRecreationCenter](#)



### RECREATION ASSISTANT - AFTER SCHOOL CLUB (ASC)

4 Positions \*Salary \$20.79

**AVAILABLE HOURS: FALL SESSION September 30 - December 12, 2024**

- 0- 17 hours per week based on enrollment, budget, & operational needs.
- Must be available the entire session: **MON., WED., THU., FRI. 2:00 PM-5:30 PM, & TUE. 1:00 PM-5:30 PM**

**RECREATION ASSISTANTS (RAs)** provide prompt, efficient, and courteous guest services, follow Department Policies, Procedures, & Trainings, & assist Director with organizing, planning, & directly leading recreation activities & special events for Children, Teens, Adults, & Seniors. RAs are PART-TIME, AT-WILL employees, who may pick up shifts at multiple other City of L.A. RAP locations, when applicable, while not exceeding a maximum of 1040 hours per year.

*\*The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.*

**JOB DESCRIPTION:**

**AFTER SCHOOL CLUB STAFF** are enthusiastic, creative, resourceful, motivated, and organized leaders who, with the guidance/supervision of the Director, plan, implement, and directly lead a comprehensive ASC program for school-aged children 5-13 years old. RA's promote Robertson Recreation Center & its mission positively at all times, lead by example, & maintain a professional, friendly, & collaborative rapport with all Participants, Parents/Guardians, Staff, Director, nearby schools, & other Agencies.

**DUTIES & RESPONSIBILITIES Include but not limited to:**

- Safely navigate a 1:10 ratio for the daily School Pick-Ups. Includes walking to-and-from the .8-mile distance, & the ability to drive the City Vehicle for other adjacent school pick-ups when needed.
- Submit monthly/weekly lesson plans virtually for Director's approval. Implement the plans effectively & within budget.
- Create weekly sign-in sheets, maintain accurate records & reports (i.e. Reg. Forms, NEAR, SOLR, upkeep of Binders, etc.)
- Lead a wide & inclusive variety of activities in FITNESS, SPORTS, STEAM, ACADEMIC REINFORCEMENTS, & ENRICHMENT.
- Maintain our standards of cleanliness in order, daily set-up/take-down, & sanitize supplies, equipment, & utilized areas.
- Conduct weekly deep cleanings, periodic organization of storage rooms/kitchen, & updates of inventory.
- Outreach with flyers, face-to-face at schools, capture pictures/videos for our marketing, tabling events, follow-up with patrons, etc.
- Communicate clearly with the Director & Patrons via pre-approved emails, reports, bulletin boards, newsletters, & Google Suites, on a daily/weekly basis, (or immediately in urgent cases).
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Directors' standards.
- Ensure the overall safe & efficient execution of all park programs, special events, & operational tasks.
- Adhere to City & Departmental Policies & Procedures & perform related duties as required in the time allotted.

**QUALIFICATIONS:**

- Must be at least 18 years old to apply, punctual, reliable, & with a great work ethic.
- Knowledge of guidelines & safety regulations governing the conduct and safety of children.
- Nurtures a growth-mindset. Researches best-practices for age-appropriate techniques in guiding, connecting, & motivating our youth.
- Proficient in Microsoft Office, Google Suite, & Interdepartmental programs (RecTrac, Workday, etc.)
- Must be active, able to stand, walk, & run for extended periods of time & able to participate in indoor/outdoor physical activities & in varying weather.
- Lead by example, be adaptable to Director's feedback/direction, & maintain a positive, enthusiastic demeanor.

**EDUCATION & EXPERIENCE:**

- College courses/credits/Certifications in Child Development, Education, P.E., Psychology, Sociology, or related fields are a plus!
- Experience working with this age group in individual & group settings.
- First Aid & CPR Certified (if hired, L.A. City training is available).
- Valid driver's license in good standing & Van Trained (if hired, L.A. City training is available).

To Apply, Email Resume to:

[Robertson.RecreationCenter@lacity.org](mailto:Robertson.RecreationCenter@lacity.org)

Subject Line:

[APPLICATION - RECREATION ASSISTANT - "Your Name"](#)

Last Day to Apply:

Thursday, 10/24/2024