



City of Los Angeles Department of Recreation & Parks

EXPO CENTER

3980 South Bill Robertson Lane

Los Angeles, CA 90037

Office: 213.763.0114 ext. 228, Fax: 213.763.3117

RECREATION ASSISTANT (After-School Enrichment Program)

ASEP OPERATIONS:

Monday-Friday, between 2:00 PM - 6:00 PM (with possible variations depending on program needs).

After-School Enrichment Program:

The After School Enrichment Program (ASEP) provides a safe, engaging, and nurturing environment for children ages 5-12 after school hours. Our program offers a variety of enriching activities designed to support academic achievement, promote physical activity, and foster creativity and social skills.

AVAILABLE HOURS:

Hours vary. Approximately 0-20 hours per week, based on weekly schedule, shift availability and participant enrollment. Candidates must be available to work throughout the year. The understanding of in season hours and off-season hours.

DESCRIPTION OF DUTIES:

Support the ASEP team in delivering high-quality programming, including:

- Contacting parents/guardians to share updates or address concerns.
- Assisting with registration, fee collection, and maintaining accurate records.
- Setting up and breaking down equipment and supplies for daily activities and events.
- Supervising students during activities to ensure their safety and engagement.
- Providing homework assistance and facilitating enrichment activities.
- Participate in planning and execution of ASEP-specific events and excursions.
- Collaborate with staff to ensure a welcoming and inclusive environment for all participants.

DUTIES INCLUDE BUT ARE NOT LIMITED TO:

Attending all planned program trainings and meetings; communicating effectively with participants, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive experience; successfully supervising participants at all times; carrying out safety drills/procedures. Recreation Assistant must demonstrate effective leadership and programming abilities; enable youth in developing positive skills; providing a safe, inclusive environment and experience. Recreation Assistants are responsible for the well-being of a group of participants, under the guidance of the Recreation Coordinator. Lifting between 5-20 lbs. is required to conduct physical activities, room set-ups and assist in any other program activity which requires lifting.

QUALIFICATIONS:

Must be 18yrs or over to apply. Ability to work the times listed. Staff must follow all health mandates, and is also responsible for implementing all County health guidelines. Staff must attend all **MANDATORY** training, and staff meetings. Knowledge in Microsoft Word, Excel, Publisher, is desired. A bilingual person is desired.

Reports To: Hugo Aguirre- Recreation Coordinator

Please Send Resume to: hugo.aguirre@lacity.org

LAST DAY TO APPLY: Wednesday, March 12th, 2025 or until filled