

Hubert H. Humphrey Recreation Center

12560 Filmore St., Pacoima, CA 91331 • Phone (818) 896-6510

Recreation Assistant

Available Hours:

0-20 per week, Monday-Friday 9 am – 9 pm (Hours vary depending on the program needs)

Number of positions: 10

Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining the fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Lead and supervise youth in seasonal camps, preschool, afternoon school program, classes, clinics, special events and recreation sports leagues such as soccer, volleyball, basketball, flag football, baseball and softball.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming and field trip activities.
- Assist the Recreation Coordinator and the Director with additional program needs such as contacting patrons, sending important reminders, answering phones, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as gymnastics, dance, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events and cleaning up accordingly.
- Attend all training sessions, meetings, communicate efficiently with players, patrons, volunteers and staff.
- Create and develop a bond with the community and culture in a professional manner.
- Required to dress in appropriate attire

Qualifications:

- Must be self-driven, professional, and possess a good worth ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- Ability and desire to work in a public recreation environment with children.

To apply please send your resume:

Drop Off/Mail To: Hubert H. Humphrey R.C. Attn: Park Director 12560 Filmore St. Pacoima, CA 91331	Email To: huberthumphrey.recreationcenter@lacity.org Subject: Humphrey Recreation Assistant – New Application
--	---

Last day to apply: Wednesday, April 2nd, 2025