

City of Los Angeles Department of Recreation and Parks
Boyle Heights Sports Center
Recreation Assistant

Available Hours

0-20 hours per week, Year Round

Various shifts Monday-Saturday, 7:00 am to 10:00 pm

Job Description: Seeking motivated candidates who will work year round to assist with sports and cultural programs. Hiring specifically for summer camp 2025.

Responsibilities:

1. Greeting parents and youth during check in and/or out.
2. Facilitate and supervise recreational activities including indoor and outdoor sports, games, special events, arts and crafts and more.
3. Supervising a group of 10-15 children.
4. Setup, breakdown and cleaning/sanitizing of all sports/cultural activities; ex. Canopies, tables, water coolers and more.
5. Attending to any individual needs of the youth ex: restroom use, injuries and more.
6. Supporting the Recreation Coordinator and/or Director in establishing rules and emergency procedures.
7. Follow other assigned duties as assigned by the Recreation Coordinator and/or Director ex: preparation of games/classes, office work, errands, and more.

Qualification:

1. Experience working with a group of 10-15 children, ages 3-15 years old in a camp, classroom, or sports setting.
2. Ability to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, coworkers, and supervisors.
4. Physically able to participate in all activities including actions such as walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 pounds.
5. Ability to have prolonged exposure to the elements ex: rain, heat.
6. Willing and ability to follow directions, be on time and reliable.
7. Expected to be fully vaccinated.

To apply, please email: constance.caldwell@lacity.org or boyleheights.sportscenter@lacity.org

Application Deadline: Wednesday. April 9th, 2025.