

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
CHATSWORTH RECREATION CENTER
22360 DEVONSHIRE ST, CHATSWORTH, CA, 91311
Ph. # (818) 341-6595

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

10

HOURS AVAILABLE

2pm-8pm

9am-5pm

WEEKLY HOURS AVAILABLE

0 TO 20 HOURS PER WEEK

Description of Duties: Seeking enthusiastic, patient, and fun candidates who will work as a Camp Counselor with majority of activities being held outside. Must be comfortable supervising groups of 10- 12 campers ranging from ages 6-14. Must be able to help set up and clean up before and after activities.

Qualifications: Experience with supervising a group of 10 -12 children. Must be able to lead ongoing activities and follow clear instructions. Must be CPR & First Aid certified by the first day of camp. Bilingual candidates preferred.

TO APPLY, PLEASE SEND RESUME TO

Matthew Ramirez, Facility Director

Chatsworth Recreation Center

22360 Devonshire St

Chatsworth, CA, 91311

E-mail: matthew.ramirez@lacity.org

LAST DAY TO APPLY

April 11th, 2025

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS
Recreation Assistant – After School, Sports, Camps, Programs

Available Hours: 0-20 hours per week

Various shifts Monday-Friday 2pm-8pm Saturday 9am-5 pm

Job Description: Seeking motivated candidates who will work with school age children in various park programs and sports leagues.

Responsibilities:

1. Greet parents and youth during check in and/or check out
2. Group leader - facilitate and supervise recreational activities in a day camp setting.
3. Including, but are not limited to, organizing individual and group activities, while being creative and energetic
4. Supervising a group of 10-12 children
5. Leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes,
6. Setup, breakdown, and cleaning/sanitizing of outdoor camp needs; ex: canopies, tables, water coolers, and all games and activities.
7. Will assist with the serving of lunch and preparation/serving of snack.
8. Attend to any individual needs of the youth ex: restroom use, injuries.
9. Must be able to function without a cell phone for extended periods of time.
10. Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
11. Must be available all 9 weeks of camp.
12. Other assigned duties as assigned by Recreation Coordinator and/or Director rex: preparation of crafts, office work, errands.

Qualifications:

1. Must have experience working with a group of 10-12 children, ages 6-12 years old, in a camp environment.
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, co-workers, and supervisor.
4. Physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Ability to follow directions, be on time, and reliable.
7. Must be CPR & First Aid certified by the first day of camp.