

City of Los Angeles  
DEPARTMENT OF RECREATION AND PARKS  
BALBOA SPORTS COMPLEX  
17015 Burbank Blvd. Encino, CA 91316  
**Recreation Assistant**

**Rate of Pay: \$21.50 HRLY**

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**Hours Available:**

- Monday to Friday
- 7a.m.-8p.m.

**Weekly Available Hours:**

20-40 hours per week

**Description of Duties:**

- Ability to communicate well with staff, parents and children in a professional manner.
- Be directly responsible for creating marketing material for all programs.
- Must be available to work evenings shift without supervision.
- Ability to create binders, rosters and attendance sheets for all programs.
- Ability to lead classes (sports, arts & crafts, cooking)
- Ability to plan and create marketing material which range from brochures, flyers, banners, and t-shirts in a proficient and timely manner.
- Maintain mailing lists up to date.
- Must be in ratio with children.
- Ability to plan activities for the age-appropriate group.

**Qualifications:**

- Applicant must be available to work morning, afternoon, and evening shifts.
- Applicant should have at least 6 months of prior experience working with large groups of children in a fast-paced atmosphere.
- Applicants must be available to attend training sessions and mandatory staff meetings.

**TO APPLY:**

Send Resumes to:

[adam.monick@lacity.org](mailto:adam.monick@lacity.org)

[brittanie.monge@lacity.org](mailto:brittanie.monge@lacity.org)

**LAST DAY TO APPLY:** April 23<sup>rd</sup>, 2025