

LINCOLN HEIGHTS YOUTH CENTER

2911 ALTURA ST.
LA, CA 91744

RECREATION ASSISTANT

Available Hours:

0-10 hours per week; various shifts Monday-Friday, 5p.m.- 6:30 p.m. (7.5 hours); Saturdays 9a.m.-11a.m.

Job Description / Duties:

- Greet parents and youth during check in and/or check out
- Group leader - facilitate and supervise recreational activities
 - organizing individual and group activities, while being creative and energetic
 - supervising a group of 10-12 children
 - leading children in creative activities, including indoor and outdoor games, sports, special events, arts and crafts, and hikes
- Setup, breakdown, and cleaning/sanitizing of center program needs; ex: canopies, tables, water, sports equipment, coolers, and all games and activities.
- Will assist with the serving of lunch and preparation/serving of snack.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Most activities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Follow ALL COVID protocols, including, but are not limited to getting weekly COVID testing and wearing a face covering/mask and gloves at all times during work shifts.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)

Qualifications:

- Experience working with a group of 10-12 children, ages 6-12 years old, sports/youth center environment is preferred.
- Ability to actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Must be able to participate in all center activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and reliable.

To Apply:

Send resume to:

cesar.ramirez@lacity.org

Subject:

Recreation Assistant Position

Last Day to Apply:

Tuesday, April 29th, 2025