

City of Los Angeles Department of Recreation and Parks
Penmar Recreation Center
1341 Lake Street, Los Angeles, CA, 90291
Office: 310-396-8735 / Fax: 310-396-7561
Email: Penmar.recreationcenter@lacity.org

RECREATION ASSISTANT

Available Hours: Applicants available to work up to 20 hours a week preferred.

Description of Duties: Looking for a Sports, and GPLA specific Recreation Assistant

Recreation Assistant with a minimum of 2 years' experience leading youth in sports and GPLA specific programming preferred. Recreation Assistant is expected to plan, organize, coordinate, implement supervise and evaluate daily and weekly activities for children in sports and GPLA specific Programs. Recreation Assistant submit projected lesson plans and schedules of daily activities (activity sheet) to Recreation Coordinator, for weekly approval. Recreation Assistant is expected to communicate well with children, parents, and family members. Recreation Assistant are to be able to coach youth sports and facilitate gender specific programs and classes. Recreation Assistant are to be able to employ methods of safety and first aid as required by Recreation and Parks standards. Lastly, Recreation Assistants are expected to be fully vaccinated and prepared to take weekly covid-19 test (if needed) and follow **Covid 19 guidelines as mandated by City of Los Angeles Department of Recreation and Parks Department Operations Center (DOC).**

Qualifications: Please provide a current resume with references and a sample work lesson plan. Recreation Assistants work at will and throughout the year. Recreation Assistant applicants with prior experience working with youth and have knowledge/practical experience working with sports and gender specific programs are preferred. Recreation assistant are expected to be CPR certified by the first day of sports programming, able to squat and lift at least 20 lbs. stand on his/her feet for a long period of time, work in the sun and be reliable and dependable at all times.

Meeting Requirements: In order to be placed on the list of available Sports and GPLA specific programming, Recreation Assistants are expected to attend all scheduled training dates as assigned by Facility Director. Specific dates and times TBD.

To Apply: Email or fax response to: Andy Felz, Recreation Coordinator, andy.felz@lacity.org, and penmar.recreationcenter@lacity.org If you have any questions please contact us at: 310-396-8735

Last Day to Apply: March 29, 2022