

City of Los Angeles Department of Recreation and Parks

# DAVID M. GONZALES RECREATION CENTER

10943 Herrick Ave, Pacoima, CA 91331 • Phone: (818) 899-1950

## Recreation Assistant

**Available Hours: Up to 25/week between Mondays – Fridays 9am-9pm**

(Hours may vary depending on the needs of the program.)

\*5 Positions Available

### Description of Duties:

- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming, fieldtrip activities.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner
- Follow and implement COVID-19 protocols and procedures such as wearing a mask, social distancing, etc

### Qualifications:

- Self-driven, professional, and possess good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must be 18 years or older
- Candidates available during all hours listed preferred.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

### To apply please send your resume:

Drop Off/Mail To:  David M. Gonzales RC <b>Attn:</b> Park Director 10943 Herrick Ave, Pacoima, CA 91331	E-mail To: <a href="mailto:Jazmin.Hurtado@lacity.org">Jazmin.Hurtado@lacity.org</a> and <a href="mailto:Darlene.Moran@lacity.org">Darlene.Moran@lacity.org</a> <b>Subject:</b> DMG Recreation Assistant- NEW APPLICATION
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**Last Day To Apply: March 30, 2022**