

City of Los Angeles – Department of Recreation and Parks  
**SOUTH SEAS HOUSE COMMUNITY CENTER**  
2301 W. 24TH STREET, LOS ANGELES, 90018  
(323) 373-9483

**Job Title:** Recreation Assistant

**Job Description:**

Looking for responsible, outgoing, enthusiastic, and dedicated Seasonal Counselors who have a passion for working with children between the ages of 5-15 years.

**Available Hours:**

20 or less hours. Schedule will vary daily and weekly depending program schedule and enrollment numbers.

**Description of Duties:**

Assist Director/Coordinator in the delivery of recreational activities including, but not limited to day camp, classes, and other special programming. Duties may include but are not limited to planning, organizing, leading, and participating in children's activities including but not limit to individual or group activities, creative and enrichment activities and classes, games (indoor and outdoor), sports and fitness activities and classes, arts and crafts, special events, singing camp songs, and dressing up for special activities. This position requires active participation in all aspects of the program which may include the ability to stand for prolonged periods, walk long distances, frequent bending and crouching, lifting equipment up to 45 pounds, and withstand daily exposure to the sun, heat, and cold weather. Duties also include daily set-up, clean up, break down, and putting away of all games, activities, and program structures including but not limited to tables, canopies, and igloos. Must maintain safety standards and procedures; problem solve through situations and seek assistance when necessary; follow directions, follow program objectives, rules, policies, guidelines and safety protocols; work to ensure all youth are comfortable, safe, and included. Communicate with other staff, children, parents, and other program participants respectfully at all times. Work cooperatively with co-workers and supervisor. Dress appropriately for work every work day. Perform general cleaning and maintenance throughout the center and surrounding park areas that program participant use, and where camp and SPLA activities are held. Perform administrative tasks including but not limited to registering participants into park programs, filing and organizing paperwork, answering phones, and recording messages. Must be willing and able to perform promotional duties such as creating, printing, and distributing promotional flyers. Must perform other duties as assigned.

**Qualifications:**

Prior experience working with children ages 3-15 years old preferred. Ability to make decisions based reasonable and sound judgment. Ability to computer software proficiently, including but not limited to Microsoft Word and Publisher.

**To Apply please send your resume by March 30, 2022 to:**

Email: [Rap.southseashouse@lacity.org](mailto:Rap.southseashouse@lacity.org)

Or Mail To:

South Seas House Community Center

2301 W. 24<sup>th</sup> Street

Los Angeles, CA 90018

Attn: Arien Sanchez