

City of Los Angeles Department of Recreation and Parks
Lake Street Community Center
227 North Lake Street Los Angeles, CA 90026
213-207-2196

RECREATION ASSISTANT

Summer Camp Recreation Assistant & Office Coverage
(4 Positions)

AVAILABLE HOURS:

Between 0-20 hours per week, based on program enrollment
(Morning, Afternoon & Evening Hours)

DESCRIPTION OF DUTIES:

Assistant for the following:

- Summer Camp Programming
- Organize Sport Camps

Candidates must be responsible, reliable and hard working. Candidates are expected to have exceptional communication skills while maintaining professionalism at all times. Candidates also need to bring their own ideas to develop creative fun summer camp activities. Candidates should possess the ability to develop, organized games, sports, and work in a cooperative setting.

QUALIFICATIONS:

- Availability to work early and late afternoon shifts
- Must be at least 18 years of age.
- Leadership skills and ability to communicate with patrons
- Must be able to work well within a team.
- Knowledge of the desired sports.
- Bilingual (English/Spanish) a plus.
- Computer skills (Word, Excel, Publisher, Power Point. Etc.)
- **Physically** fit to load supplies (tables, chairs, canopies, etc.)
- **Most of programming held outdoors, should be able to endure inclement weather.**
- Should be **CPR/First Aid certified**

TO APPLY:

Email Resume to:

Monica Benyamin

Monica.Benyamin@lacity.org & lakestreet.communitycenter@lacity.org

Last Day to Apply: March 30, 2022