

City of Los Angeles Department of Recreation and Parks

## **Ramona Hall Community Center**

4580 N. Figueroa Street  
Los Angeles CA, 90065  
(323)276-3021

### **RECREATION ASSISTANT**

**(After School Program Assistant)**

- Available Hours: 0-15 hours a week
- Description of Duties: Duties include, but are not limited to, supervising children enrolled in the program. Distribution of information and communication with parents. Set up, preparation and clean-up activities. Any additional duties as needed for the effectiveness of the program.
- Hours: Monday thru Friday, 2:00 pm – 6:00 pm  
Exact schedule will vary weekly based on the programs need.
- Qualifications: Previous child care experience required. Knowledge of arts & crafts, group activities, leadership experience, and child care supervision preferred.
- To Apply: Send or Email a resume to the following:
- Ramona Hall  
4580 N. Figueroa Street  
Los Angeles CA, 90065
- Email: [ramona.hall@lacity.org](mailto:ramona.hall@lacity.org)  
Subject: After School Program Assistant
- Last Day to Apply: **February 5, 2020** or until position is filled.