SHATTO RECREATION CENTER
3191 W. 4th St.
Los Angeles, CA 90020
O: (213) 386-8877 / F: (213) 386-4617

RECREATION ASSISTANT: AFTER SCHOOL PROGRAM

NUMBER OF POSITIONS AVAILABLE
(3)

TIMES AVAILABLE
Monday, Wednesday - Friday / 2:00pm - 6pm
AND
Tuesday / 1:00pm - 5:00pm

WEEKLY AVAILABLE HOURS
(0-20 hours per week)

DURATION
LAUSD SCHOOL YEAR

DESCRIPTION OF DUTIES:
Recreation Assistant for After School Program to pick up registered ASC youth, ages 4 to 12. Walk (less than one mile) to and (less than one mile) from local elementary schools in normal and inclimate weather; (less than two miles in total).

Assist children with homework, sports and arts & crafts.

Type spreadsheets, rosters, weekly itineraries, facilitate ‘Job Orders’, set up ASC activities (sports & arts ‘n crafts & cooking), make purchases for cooking activities, obtain quotes for supplies, clean up/maintain work area/station/classroom fax/email/scan documents, engage parents/patrons in person and telephonically, receive and receipt payments via Rec Trac.

QUALIFICATIONS:
(MUST BE A CURRENT City Recreation Assistant):
Van trained, lift 30 lbs. daily, 3 to 5 years experience working with “at-risk” youth in a diverse community, Bi-lingual in English/Spanish preferred.
Responsible individual who takes initiative; with a good attitude and proper work attire.

TO APPLY, PLEASE CONTACT:
Diana Diankoff
Email: Diana.Diankoff@LACity.org

LAST DAY TO APPLY:
FEBRUARY 28, 2020 or until positions are filled.