

CITY OF LOS ANGELES DEPARTMENT OF RECREATION & PARKS

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

(not exclusive to)

WEEKLY AVAILABLE HOURS

(0- 20 hours per week)

(not exclusive to)

DURATION

LAUSD SCHOOL YEAR

(not exclusive to)

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 inclement 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.