RECREATION ASSISTANT

**Available Hours:** Varies from 0-10 hours per week

**Job Description:** Assist both Full Time and Part Time staff with the implementation of year round recreational programming.

**Duties Performed:** Under close supervision, employees in this class assist recreation staff in the delivery of recreational activities or programs.

- Setting-up and breaking down of sport fields.
- Inventory of equipment and supplies.
- Assist with Sport Clinics, Special Events, Classes and Seasonal Day Camps.
- Assist with the inner workings of the recreation center office.
- Adheres to City and departmental policies and procedures; performs related duties as required.

**Qualifications:** Applicant must have the experience, ability to work with youth ages 5-15 yrs of age and maintain control of the assigned class. Must have patience, and be easily motivated and energetic.

**Email resume to:** SilverLake.RecreationCenter@LACity.org
Attn: Gordon Dupree

**Last Day to Apply:** March 7th, 2020