

City of Los Angeles Department of Recreation and Parks

Silver Lake Recreation Center

1850 West Silver Lake Drive, Los Angeles, CA 90026

Phone: (323) 644-3946 Fax: (323) 644-3949

Email: SilverLake.RecreationCenter@LACity.org

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 programing.
- 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