

City of Los Angeles Department of Recreation and Parks

VALLEY PLAZA RECREATION CENTER

12240 Archwood Street, North Hollywood, CA 91606 • Phone: (818) 765-5885

Recreation Aide

Available Hours: 0-40/week between Monday – Friday 8am-9pm, Saturdays 9am-5pm

(Hours may vary depending on the needs of the program.)

*5 Positions Available

Description of Duties:

- Set-up and break down supplies and equipment for the programs including but not limited to lining fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Follow and implement COVID-19 protocols and procedures such as wearing a mask, social distancing, etc.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming, field trip activities.
- Assist recreation coordinator and director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as karate, gymnastics, etc.
- Required to dress in appropriate attire.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events, and cleaning up accordingly.
- Create and develop bond with the community and culture in a professional manner.

Preferred Qualifications:

- To be self-driven, professional, and possess a good work ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout program activities.
- At least 0-2 years of experience in enrichment and sports programs. Training is available.
- Candidates are preferred be available during all hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

To apply please send your resume:

Drop Off/Mail To: Valley Plaza RC 12240 Archwood Street, North Hollywood, CA 91606	E-mail To: Valleyplaza.recreationcenter@lacity.org Subject: VP Recreation Aide- NEW APPLICATION
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Last Day to Apply: May 4, 2022