

City of Los Angeles Department of Recreation and Parks

Van Nuys Recreation Center

14301 Vanowen St., Van Nuys, CA 91405

Phone: (818) 756-8131 * Email: vannuys.recreationcenter@lacity.org

RECREATION AIDE

Available Hours: 0-20 hours per week depending on needs of program.

Must be 14-17 yrs. old to apply.

Description of Duties:

Camps: Under the general supervision of Recreation Staff, aides would assist with creating a fun experience for every child. Responsibilities include assisting with activities, providing supplemental supervision, assisting with set up and breakdown of activities and helping kids with all aspects of camps. Staff are required to ensure the safety, well-being, and personal growth of the children.

Sports and Classes: Under the general supervision of Recreation Staff, aides would assist with creating a high quality, fun experience for every child. Would assist with seasonal sports in the areas of field prepping, special events, evaluations, games, practices, etc. Under general supervision, aides would assist with enhancing sports and fitness classes by demonstrating drills, preparing equipment, communicating with participants and ensuring all safety protocols are being followed.

Qualifications:

- Skilled and trained in the area(s) mentioned above. (Minimum of 1-2 years of experience preferred)
- Ability to teach a variety of ages and skill levels and be able to plan, organize and assist with leading classes in a proficient manner.
- Must be able to employ methods that ensure the safety of all participants
- Must have a kind and nurturing manner and be able to inspire and motivate students.
- Must have an ability to establish and maintain an effective professional relationship with students, parents, the public, community groups, staff and other relevant agencies.
- Must adhere to and apply to Recreation and Parks policies and procedures daily.
- Must be punctual, reliable, and committed to the above mentioned schedule

TO APPLY:

Thomas Ortiz (Thomas.ortiz@lacity.org)

Send Resume to:

Van Nuys Recreation Center

14301 Vanowen St.

Van Nuys, CA 91405. (818) 756-8131

LAST DAY TO APPLY:

May 26, 2023

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf