

City of Los Angeles Department of Recreation and Parks

# SOUTH SEAS HOUSE RECREATION CENTER

2301 West 24<sup>th</sup> Street, Los Angeles, CA. 90018 • Phone: (323) 373-9483

## Recreation Assistant

**Available Hours: 0-25/week between Mondays – Fridays 9am-9pm/Varies on weekends**

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

\*4 Positions Available

### Description of Duties:

- 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.
- Set-up and break down supplies and equipment for the programs including but not limited to sports related tasks, organizing game equipment, score tables, chairs/tables, games, activities, crafts, organizing/cleaning, moving heavy objects and more.
- Create and implement supplemental plans to instruct/teach participants in various roles such as leading after school program, leading craft activities, assist with homework help, be able to teach various classes from computers, enrichment, music, sports and fitness for all ages.
- 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.
- Follow and implement COVID-19 protocols and procedures as it relates to our department.

### Qualifications:

- Must be self-driven, professional, and possess good work ethic.
- Must have a good driving record to be city van trained to transport both patrons and staff.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must 18 years or older
- Candidates must 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:  South Seas House <b>Attn:</b> Park Director 2301 West 24 <sup>th</sup> Street Los Angeles, CA 90018	E-mail To: <a href="mailto:Monica.Benjamin@lacity.org">Monica.Benjamin@lacity.org</a>  <b>Subject:</b> South Seas House Recreation Assistant- NEW APPLICATION
---	---

**Last Day To Apply: February 4, 2023 (Extended)**