

City of Los Angeles Department of Recreation and Parks

St. Andrews Recreation Center

8701 S St Andrews Pace, Los Angeles, CA 90047

Phone: 213-485-1751 / Email: standrews.recreationcenter@lacity.org

RECREATION ASSISTANT

Available Hours:

Year- Round, Hours Vary. Monday – Friday: 3:30 pm – 9:00 pm, Saturday: 8:00am – 4:00 pm

Up to 0-20 hours per week.

Job Description:

Seeking motivated candidates with varied skills (dance, music, field sports, fitness, arts and crafts, cheer, basketball, volleyball and martial arts, etc.) to facilitate and supervise recreation activities. Will be responsible for the planning and delegating of programs that will need facilitating; must be able to teach the basic fundamental skills needed for youth to learn, improve, and or excel in these programs and sports, in a positive atmosphere. Expected to plan, prepare and execute activities.

Qualifications:

- Applicant must be 18 years of age or older.
- Be Reliable and Dependable. Be creative and energetic.
- Willing to work with youth ages 3-15.
- Must be able to follow city policy and procedure in maintaining accurate registration and payment records of all participants.

Duties:

- Teach sports and classes to children 3-15 years old.
- Prepare sequential, age-appropriate lessons plans for classes and sports programs.
- Custodial care of equipment and supplies associated with classes and sports programs
- Interact professionally with parents and participants
- Assistance in organization, implementation and supervision of the Youth Sports Program, as directed by the Coordinator and the Director
- Any responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply:

Send Resumes To: tamara.williams@lacity.org

Last Day to Apply: May 20th, 2024

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