

23City of Los Angeles • Department of Recreation and Parks

HOLLENBECK RECREATION CENTER

415 S St Louis St, Los Angeles, CA 90033

Phone: (323) 261-0113

Email: HOLLENBECK.RECREATIONCENTER@LACITY.ORG

Website: <https://www.laparks.org/recenter/hollenbeck>

YEAR ROUND

Recreation Assistant

Available Hours: 0-20 hours per week, evenings and weekends; schedule may vary according to program schedule and demand.

Position Available: 10

Description of Duties:

- Ability to take direction from full time staff and create new programming
- Have basic knowledge of sports. (Ex. Baseball, Soccer, Basketball, Softball, Volleyball)
- Be willing to coach any of the above sports
- Be willing to referee any of the above sports
- Ability to supervise children
- Ability to work with children with disabilities
- Ability and desire to work with children indoors and outdoors
- Be able to teach and lead arts n' crafts
- Be open to all cultural class activities
- Be able to communicate with parents and staff
- Be attentive to task and not be distracted by any form of technology.

Qualifications:

- Essential assets for the ideal Recreation Assistant is to have enthusiasm for the job, possess good sense of humor, have good character, have good sportsmanship, be responsible, be a good role model, be a team player and have good communication skills.
- Other duties as assigned by Recreation Coordinator and/or Director (ex: preparation of crafts, office work, errands, etc.)
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies.
- Have basic understanding of the rules for Baseball, Soccer, Basketball, Softball, and Volleyball.

To Apply Send Resume To: Armando Martinez, Recreation Director

Email: armando.m.martinez@lacity.org

Last Day to Apply: November 29th, 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