

Harbor City Recreation Center

24901 Frampton Ave, Harbor City CA, 90710

Recreation Assistant (4 positions)

Available Hours: Shifts may vary. Facility is open 10am-9pm Monday to Friday, with additional hour opportunities for evening and weekend classes and events.

Job Description: Under the supervision of full-time staff, recreation assistant will assist with the needs of the center. This person may be responsible for the following but not limited to: teaching classes, helping with sports, assisting with camp, special events, office and reception duties, opening and closing the facility.

Duties Performed:

- Answer phones and patrons questions
- Use Rec Trac and take registration
- Teach classes and assist sports leagues
- Assist with Special Events, teen club, and camps
- Light cleaning of facility
- Assist with the needs of the center and its programs.
- Open in the morning, and or Close up in the evening.

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Must be at least 18 years old to apply
- Must abide by all current COVID protocols as defined by the City of Los Angeles, Department of Recreation and Parks
- Must be active, able to stand for extended periods of time and participate in physical activities
- Experience working with large groups of children in an organized environment
- Must have strong leadership skills and be able to plan, organize and lead classes and/or activities in a proficient manner
- Applicant will be trained by the City and be willing and able to drive City passenger van vehicles

Experience and Education:

- Computer knowledge
- Customer service skills
- Works well with kids and group settings

Last Day Apply: March 26th, 2024

To Apply: Email resume ASAP to: Angela.pena@lacity.org

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