

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
ALPINE RECREATION CENTER
817 YALE STREET
LOS ANGELES CALIFORNIA 90012
Ph. #213-485-5448 FAX #213-473-4574

RECREATION ASSISTANT

HOURS AVAILABLE

WEEKDAYS 2:30PM- 6:00PM

WEEKLY AVAILABLE HOURS

1 TO 15 HOURS PER WEEK
(OPPORTUNITIES FOR MORE HOURS AVAILABLE)

Description of Duties: Recreation Assistant will help supervise and assist the Senior Director & Coordinator in providing supervision, homework help, and activities for the After School Club. Candidate will be expected to lead and supervise youth when picking them up from Castelar Elementary School and safely walk them to the Recreation Center, assist with homework, communicate with parents and help maintain the park in a clean manner, etc...

Qualifications:

- Must be a current Recreation Assistant for the City of Los Angeles Department of Recreation and Parks and not on the seasonal list.
- Must have minimum of 1 year of experience supervising, developing and conducting activities for students grades Kinder- 5th.
- An ability to establish and maintain effective professional relationship with the public, community groups, staff and other relevant agencies.
- Be outgoing and a good role model for youth.
- Communicate clearly and concisely (Oral and written).
- Exercise good judgment, courtesy, and tact with staff and public.
- Utilize quality customer service skills and techniques and interpersonal relationships.
- Must be punctual, responsible and self-reliant.
- Must have a high school diploma or equivalent.
- Ages 18 and over
- Must be flexible with the schedule that we give you.

TO SEND RESUME TO:

Attention: Cynthia Yparraguirre

Fax #213-473-4574

E-mail: alpine.recreationcenter@lacity.org

LAST DAY TO APPLY:

August 23, 2017