

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 – SUMMER DAY CAMP**

**NUMBER OF POSITIONS AVAILABLE**

3

**HOURS AVAILABLE**

WEEKDAYS 7:30AM- 6:00PM  
(JUNE 12-AUGUST 11)

**WEEKLY AVAILABLE HOURS**

1 TO 5 HOURS PER WEEK

**Description of Duties:** Recreation Assistant will help supervise and assist the Camp Director and Senior Director in providing recreation activities for youth ages 5-12 years in our Summer Day Camp. Candidate will be expected to lead and supervise youth in arts and crafts, indoor and outdoor games and help maintain the park in a clean manner, etc...

**Qualifications:**

- Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age.
- Cantonese, Mandarin, Cambodian, Vietnamese, Spanish speaking preferred, but not required
- Ages 18 and over
- Must be flexible with the schedule that we give you
  
- **Ability to:**
  - Supervise and conduct camp and campers.
  - Lead and organize activities professionally.
  - Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
  - Establish and maintain effective working relationships with public, community groups, staff and other 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.

**TO APPLY, PLEASE CONTACT:**

Cynthia Yparraguirre, Recreation Coordinator C/O  
Alpine Recreation Center  
817 Yale Street  
Los Angeles California 90012

Fax #213-473-4574

E-mail [alpine.recreationcenter@lacity.org](mailto:alpine.recreationcenter@lacity.org)

**LAST DAY TO APPLY: May 17, 2017**