

City of Los Angeles Department of Recreation and Parks  
**ANDRES AND MARIA CARDENAS RC CENTER (A.K.A. BLYTHE STREET PARK)**  
14740 Blythe Street Panorama City, CA 91402 (818) 781-3952

**RECREATION ASSISTANT**  
*Open to all qualified candidates*

**Available Positions:** 1

**Job Description:** Looking for responsible, energetic, creative and dedicated leader to instruct skateboarding classes and assist with office coverage and our Pre-K program. A person who has a passion for working with all ages groups.

**Available Hours:** 5-12 hours per week.

Hours will vary daily/weekly depending on enrollment and programmed activities.

**Required Availability:** Sept. 2017—May 2018

Must be available every Friday between the hours of 4:00pm-9:30pm.

Field trip days may require earlier/later hours and Saturday and/or weekday availability.

**Description of Duties:**

Prior experience working with teenagers and youth of all ages. Must be responsible, energetic, enthusiastic, creative and resourceful. Must love working with and guiding youth. Must be knowledgeable in skateboarding. Advanced computer skills (Word, Excel, Publisher, Internet Usage, Social Media, etc.)

Assisting the Directors in planning and implementing the parks programs, including all sports, and club activities.

Must be capable of maintaining all assigned paperwork up to date. Must ensure the overall smooth execution of all park activities.

Have advanced knowledge of age appropriate activities and various sports in order to provide a well-rounded program.

Help recruit members, promote Cardenas Recreation Center and its mission positively at all times, and maintain a great rapport with all participants, parents, and staff.

Must have a valid driver's license and must be van trained (van training can be provided). Must be available to drive Teens to all their scheduled trips and community service opportunities (typically 1 trip per week, sometimes more or less).

Must set up and clean up before and after all shifts.

Must communicate with participants, parents, staff and Directors in writing and via all pertinent bulletin boards on a weekly basis.

Must address/solve program concerns efficiently and professionally, according to policy and procedure and the standards set by Directors.

Must be capable working closely with the Directors, of taking direction, multi-tasking, and adapting to the ever-changing scenarios.

Must fill out correct paperwork if issues arise (collecting witness accounts, special occurrence reports, employee accident

Must lead by example, maintain a positive, enthusiastic demeanor, and exemplify great customer service at all times.

**To Apply:** Send resume to or apply with:

**Jasmine Dowlatshahi**

**E-mail:** [jasmine.dowl@lacity.org](mailto:jasmine.dowl@lacity.org)

**Phone:** (818) 781-3952

**Last Day to Apply:** September 13, 2017