

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION & PARKS  
Eagle Rock Recreation Center  
1100 Eagle Vista Drive, Los Angeles, CA 90041  
(323) 257-6948

**RECREATION ASSISTANT**

**Available Hours:** 25 hours per week, During the school year only, middle August through middle June, not including school breaks in Spring, Fall, and Winter. Monday-Friday, 1:00pm-6:00pm, Depending on needs of program.

**Description of Duties:** After School Program

Under the general supervision of Recreation Director, Recreation Assistant would lead the Afterschool Program and accept added responsibilities including but not limited to the following:

- General supervision of the children
- Ensure the safety, well-being, and personal growth of the children.
- Organize the school van pickups daily and picking up kids from school
- Planning, leading, and implementing, in coordination with other staff, daily activities, including arts and crafts, sports, games, holiday activities, etc.
- Create a high quality, fun experience for every child
- Helping kids with homework
- Coordinating staff changes in schedule, especially on early dismissal days
- Communicate verbally and in written form with parents and staff about daily activities, including a monthly calendar
- Coordinate supply requests with Recreation Director
- Implement discipline policy with children, in coordination with Recreation Director, including writing Discipline Notices and communicating with parents.
- Coordinate with staff general cleanup of the space on a daily basis.

**Qualifications:**

- Must be van trained by the City of Los Angeles, Department of Recreation and Parks
- Must be skilled and trained in the areas mentioned above, including at least 2 years working in an afterschool program with children ages 5-12
- Must be able to teach a variety of ages and skill levels and be able to plan, organize and lead classes in a proficient manner.
- Must be able to employ methods that ensure the safety of all participants
- Must have a kind and nurturing manner and be able to inspire and motivate students.
- Must have an ability to establish and maintain an effective professional relationship with students, parents, the public, community groups, staff and other relevant agencies.
- Must adhere to and apply to Recreation and Parks policies and procedures daily.
- Must be punctual, reliable and committed to the above mentioned schedule.

**To Apply:** Send Resume to:  
Michelle Gross De La Hoya  
Eagle Rock Recreation Center  
Email: [michelle.gross@lacity.org](mailto:michelle.gross@lacity.org)

**Last Day to Apply:** June 21, 2017