

City of Los Angeles Department of Recreation and Parks
Harbor City Recreation Center
24901 Frampton Avenue
Harbor City, CA 90710

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

1

HOURS AVAILABLE

0-8

WEEKLY AVAILABLE HOURS

0-8 HOURS PER WEEK

Description of Duties: Good organizational and communication skills. Work exceptionally well with kids. Knowledge of camp songs. Knowledge of excel, able to create accident/special occurrences reports and spread sheets. Possess knowledge of various sports such as basketball, baseball, flag football and soccer (certified). Be able to organize a parent meeting including going over policies and procedures of the City of Los Angeles. Bilingual and College degree preferred.

Qualifications: Must have experience working with kids/teens. Write clear and concise reports, memorandums, letters, and other written materials. Certified in CRP and First Aid. Must be van trained. 12 or more units in Early Childhood Education preferred.

TO APPLY, PLEASE CONTACT:

Warren Young, Facility Director
Harbor City Recreation Center
24901 Frampton Avenue
Harbor City, California 90710

Send resume

E-mail warren.young@lacity.org

LAST DAY TO APPLY: April 4, 2017