



HOOVER RECREATION CENTER
1010 WEST 25TH STREET
LOS ANGELES, CA 90007
PHONE: (213) 749-8896

RECREATION ASSISTANT (YEAR ROUND)

Number of Positions Available: 6

Available Hours: 7:30am-9:00pm Monday- Saturday (0-20 hrs. per week) (anytime within that time frame)

Description of Duties: Under the general supervision of Recreation Staff, Staff would create a high quality fun experience for every camper ages 5-12 years old. Duties include but are not limited to, leading groups of children through daily activities such as arts and crafts, sports, games, songs, skits, swimming, themed events, and weekly field trips. Counselors are required to ensure safety, well-being and personal growth of campers and must be an active and supportive member of the Day Camp team. Outside of Summer Teaching Classes, working with Afterschool Program helping children with homework , reading , math, Office Support, coverage, permits and sports league, special events.

Hours: Available hours depend on availability and the number of students enrolled.

Qualifications:

- Must be 18 years of age or older
- Must have previous experience working with children ages 5-12 years in a Day Camp or School Setting.
- Must be able to plan, organize and lead classes and activities in a proficient manner.
- Must be willing to physically participate in any and all activities with their groups making camp fun.
- Must be able to establish and maintain an effective professional relationship with children, the public, community groups, parents and other relevant agencies.
- Must be punctual and reliable
- Must adhere to and apply Recreation and Parks policies and procedures daily.
- Must be computer literate, type, file

To Apply: Send resume to:

Mireya Garcia
Hoover Recreation Center
Phone: (213) 749-8896
Mireya.garcia@lacity.org
(No calls or faxes please)

Last Day to Apply: May 3, 2017