

City Of Los Angeles  
Department of Recreation and Parks

Pecan Recreation Center  
145 S. Pecan Street  
Los Angeles, CA 90033  
(323) 262-2736

RECREATION ASSISTANT (ON – CALL)

**AVAILABLE HOURS:**

Mondays – Sundays: 10:00 am -6:00 pm: 0- 9 hrs. per week (varies on demand)

**JOB DESCRIPTION/ DUTIES:**

Assist full-time and part time staff in daily operations of recreation center activities. With primary focus being coverage. Duties will include but not limited to: Supervision of permit groups, ensuring park cleanliness and park safety. May also be called upon to shuttle kids to field trips utilizing the city van, staff seasonal camps in the summer, spring and winter. Responsible for the set-up and clean-up of equipment, special events, and classes. May be asked to assist with coaching, score-keeping or officiating games.

**MINIMUM QUALIFICATIONS:**

Knowledge of policies, procedure, and regulations governing the conduct and safety of persons using equipment and facility.

Methods, practices, equipment used in maintaining an effective program.

Familiarity of sports, games, and other recreational activities.

Awareness of first aid and safety practices.

At least 3 years' experience working with children (coaching included).

AA degree or college enrollee preferred.

**Ability to:**

Supervise children in a variety of programs.

Communicate clearly orally, and in writing.

Establish and maintain effective working relationships with the public, community groups, staff, children and other agencies.

Exercise good judgment, courtesy, and tact with public and staff.

Utilize quality customer service skills and techniques.

**SPECIAL SKILLS:**

Bilingual (English / Spanish) strongly desired.

**TO APPLY:**

Send resume to:

La'Shield Williams or Jose A. Lopez

Pecan Recreation Center

145 S. Pecan Street

Los Angeles, CA 90033

Fax: (323) 262-9284

E-mail: [lashield.williams@lacity.org](mailto:lashield.williams@lacity.org)

LAST DAY TO APPLY: 11/20/2017