

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
POINSETTIA RECREATION CENTER  
7341 Willoughby Ave.  
Los Angeles, Ca 90046  
323-876-5014 ; fax: 323-876-8279

**RECREATION ASSISTANT**

3 Positions available  
Year round

**Hours Available**

Summer camp hours will vary with up to 0 – 20 per week.  
Year round hours will vary with up to 0 – 10 hours per week.

**Description of Duties:**

**Summer Camp** - Recreation Assistant is expected to plan, prepare, organize and implement daily, as well as weekly activities for children in Summer Camp Program. Lesson plans will be submitted to Facility Director or Coordinator for approval on a weekly basis. It is expected the selected employee will be able to communicate well with children, parents and family members in a professional manner. Recreation Assistant must have experience working with children with disabilities, and must be able to employ methods of safety as required by Recreation & Parks standards.

**Year Round Program** – Recreation Assistant must be able to coordinate large Sports program – Baseball and Softball, game schedules, create flyers, spreadsheets, and inputting customer receipts.

**Qualifications:**

Minimum of 1 year of experience supervising, developing and conducting activities for individuals ages 5-12 years of age.

Ages 18 and over

Must be flexible with the schedule that we give you

**Ability to:**

- Supervise and conduct camp and campers.
- Lead and organize activities professionally.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
- Establish and maintain effective working relationships with public, community groups, staff and other agencies.
- Be outgoing and a good role model for youth.
- Communicate clearly and concisely (Oral and written).
- Exercise good judgment, courtesy, and tact with staff and public.

• Utilize quality customer service skills and techniques and interpersonal relationships.

**TO APPLY, PLEASE CONTACT:**

Send Resume to: Tri Hang, Recreation Facility Director  
7341 Willoughby Ave. Los Angeles, Ca 90046  
323-876-5014

Email: [Tri.hang@lacity.org](mailto:Tri.hang@lacity.org)

**Last Day to Apply: May 29, 2017**