

**City of Los Angeles • Department of Recreation and Parks**

**SOUTH SEAS HOUSE COMMUNITY CENTER**

**2301 West 24<sup>th</sup> Street Los Angeles, CA 90018**

**(323) 373-9483**

RECREATION ASSISTANT – 5 positions

(Summer Seasonal and/or Year Round)

**AVAILABLE HOURS:**

Summer hours will vary with up to 12 per week.

Year round hours will vary with up to 10 per week.

**JOB DESCRIPTION:**

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 Sports program – Basketball, Soccer and Baseball, game schedules, create flyers, spreadsheets, and inputting customer receipts. Must also be able to assist with ASC as needed- Pick up kids from school, assist with Homework, create and facilitate ASC activities and inputting customer receipts

**QUALIFICATIONS:** Recreation Assistant must have prior experience working with children; have knowledge and practical experience working in a recreation setting. You must submit a 1-week Summer Camp Lesson plan at the interview.

Year Round Program: Recreation Assistant must have experience in creating flyers, creating and maintain spreadsheets, inputting customer receipts and provide excellent customer service.

**TO APPLY:**

Send resume to: Walidah Williams, Facility Director

South Seas House Community Center

2301 West 24<sup>th</sup> Street

Los Angeles, CA 90018

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

**LAST DAY TO APPLY: May 26, 2017**