

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
TOBERMAN RECREATION CENTER
1725 TOBERMAN STREET
LOS ANGELES, CA 90015
213-485-68963

Recreation Assistant – 5 Positions
(Summer Camp and Year Round programs)

Available Hours:

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.

Job Description:

Year Round Programs – Candidates may be involved with the following programs: After School Club, Preschool, sports clinics, art or exercise classes. Must be able to supervise children at all times and never leave a child unsupervised. Must be able to help create and implement a weekly activity schedule for After School Club (schedule must turn in the weekly to the Director or Coordinator). Must be able to organize and lead a variety of small and large group activities regularly. Must be able to assist program participants with homework and encourage children to turn in correct homework to their teachers.

Must have a working knowledge of different sports, games, activity ideas. Must plan art and crafts projects. Must possess leadership skills, interact with children in a positive manner, have a positive attitude. Must be able to speak with parents professionally, and employ methods that safeguard the health and safety of each child. Must maintain a safe and educational learning environment for young children by successfully implementing the program curriculum and daily program activities. Daily expectation include: leading children in table activities, supervising snack and outdoor play, assisting children with day to day needs, maintaining a clean environment, leading group activities, and teaching the programs that are created and set in place. Must be able to walk to local schools to do pickups. Able to communicate clearly to children, parents and co-workers. Candidates will be responsible for making sure all parents sign in and out. Must be a team player. Must walk the grounds (field, gym, ASC room, maintenance room, and so on). Must give correct information about the park's current programs.

Summer Camp – In addition to the above listed duties, candidates may be responsible to cover morning and/or afternoon shifts of Summer Camp. Must be able to assist in maintaining the organization of the park at all times, and make sure everything is run as a business. Must act professionally at all times. Must be an alert, energetic, flexible, creative, enthusiastic team player. Must engage actively with children during recreation activities and field trips. Candidates will also be responsible for greeting all Recreational Center patrons, properly discussing all Recreation Center information and programs with patrons. Answering phones, accepting applications, making photocopies and other duties as required. Candidates must understand that cellphones use is not allowed while in charge of overseeing/supervision of children.

Qualifications:

Recreation Assistant must have prior experience working with children, must have a knowledge and practical experience working in a recreational setting. Year round program: Recreation Assistant must have experience in creating flyers, creating and maintain spreadsheets, inputting customer receipts and provide exceptional customer service

To Apply:

Send resume to: Daniel Gutierrez, Recreation Facility Director
Toberman Recreation Center
1725 Toberman Street
Los Angeles, CA, 90015
email: Daniel.Gutierrez@lacity.org

Last Day to Apply:

April 18, 2017