

City of Los Angeles, Department of Recreation and Parks
DAVID M GONZALES RECREATION CENTER
10943 Herrick Ave., Pacoima, CA 91331

RECREATION ASSISTANT

AVAILABLE HOURS: 0-20 hours

Hours will vary depending on program schedule and park demands. Schedules are adjusted seasonally.

DESCRIPTION OF DUTIES:

- Teach classes, assist with sports programs or office duties for youth participants.
- Be proficient in general office responsibilities such as customer service and assisting with registration.
- An example of classes is: Cheer, Ballet, Hip-Hop, Folkloric, Skateboarding, Adult classes, and Senior Classes
- An example of sports are: Track & field, gymnastics, basketball, soccer, volleyball, baseball, softball, and flag football.
- We are open to any classes and/or sports not listed above.

QUALIFICATIONS:

- Applicants must be at least 18 years old and available for the session offered (quarterly basis).
- Applicants must be organized, have leadership skills and be able to interact with the public in a positive and professional manner.
- Teaching or coaching, knowledge of the activity and experience working with youth is preferred. Training may be provided.
- Responsible and reliable
- Ability to communicate clearly and effectively, both orally and in writing
- Ability to move, carry and set up equipment and supplies needed for the program(s)
- Enthusiastic, responsible, reliable, professional and the ability to display good judgement and inspire and motivate participants
- Ability to follow direction and adapt to change

TO APPLY: Send resume to the following email address:

Email: davidgonzales.recreationcenter@lacity.org

Subject: **Recreation Assistant**

LAST DAY TO APPLY: May 20th, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf