

City of Los Angeles • Department of Recreation and Parks
CYPRESS PARK RECREATION CENTER
2630 Pepper Avenue, Los Angeles, CA 90065
Phone: 213-485-5384
Email: cypresspark.recreationcenter@lacity.org

Recreation Assistant

(5 positions)

Available Hours: 0-20 hours per week Salary: \$20.00 an hour.
Monday-Friday, Hour shifts vary from 10am-9pm,
Saturdays, Hours vary

Job Description:

Seeking a motivated candidate with excellent customer service and computer skills. The selected candidate will help supervise and assist the Facility Director in providing recreation activities for youth ages 3-15 years. Candidate will be expected to lead and supervise youth in, seasonal camps, special events, and recreational sports leagues such as Basketball, Volleyball, Softball, Baseball, and Soccer.

Qualifications:

- Minimum 1-3 years of experience in the area mentioned above
- Ability to work effectively and positively with people
- Ability to work in a fast-paced environment and efficiently multi-task
- Ability to be punctual, dependable, and participate effectively with other staff
- Ability to lift equipment, and set up tables and chairs 10-25 lbs.
- Follow all covid protocols such as showing proof of vaccination.
- Employ methods that instill safety of each participant and be able to apply Recreation & Parks policy and procedures daily.
- Bilingual-Spanish/English (not required but preferred)

Duties:

- Planning, implementing, leading, and supervising recreational activities while working directly with the Recreation Coordinator and Director
- Exercise good judgment, courtesy, and tact with parents, the public, staff, and other agencies
- Communicate clearly, and concisely, orally and in writing
- Assist children ages 5-12 with homework
- Create a calendar of monthly activities in which the employee is expected to lead and engage, participate in the activity such as arts & crafts, outdoor/indoor youth activities, sports, group games, themed activities
- Coaching and running clinics for different sports like basketball, soccer, flag football, baseball, softball, and volleyball.

To Apply Send Resume To: Michael Garcia, Facility Director

Email: michael.garcia@lacity.org

Last Day to Apply: June 12th, 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