

City of Los Angeles Department of Recreation and Parks
Hollenbeck Recreation Center
415 South St. Louis, Los Angeles, CA 90033
(323) 261-0113

RECREATION ASSISTANT

(4 positions available)

AVAILABLE HOURS:

Between 0-20 hours per week, based on program enrollment
(Morning, Afternoon & Evening Hours)

DESCRIPTION OF DUTIES:

- ✓ Candidates must be able to supervise and work with children ages 5-12 years olds.
- ✓ They must ensure the safety and wellbeing of children.
- ✓ Candidates will need to communicate with the Director, Coordinator, children, and parents on a daily activities.
- ✓ Plan, organize, and coordinate a variety of activities including but not limited to arts and crafts and sports; and be able to lead the children and other staff in the activities.

QUALIFICATIONS:

- ✓ Must 18 years old or older
- ✓ Flexible schedule, must be available to work early mornings and late afternoon shifts
- ✓ Leadership skills
- ✓ Good communication skills: verbal and written
- ✓ Must have at least 1 year day camp or equivalent experience.
- ✓ Bilingual (English/Spanish) preferred.
- ✓ Should be able to walk at least a mile under inclement weather conditions
- ✓ And other essential skills to help run an effective summer recreation environment
- ✓ Be able to follow City of LA Policy and Procedures
- ✓ Exercise good judgement, courtesy, and tact with parents, the public, staff, and other agencies.
- ✓ Have basic understanding of the rules for Baseball, Soccer, Basketball, Softball, and Volleyball.

Send Resume To:
Armando Martinez
Facility Director
Hollenbeck Recreation Center
armando.m.martinez@lacity.org

Last Day to Apply: Monday, July 1, 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 can be found at:
https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf