

## Delano Recreation Center

15100 Erwin Street, Van Nuys, CA 91411 • Phone (818) 756-8529

### Recreation Assistant

**Available Hours:**

0-25 per week, Monday-Friday 9 am – 9 pm (Hours vary depending on the program needs)

**Number of positions:** 5

**Description of Duties:**

- Set-up and break down supplies and equipment for the programs including but not limited to lining the fields, organizing game equipment, score tables, chairs, games, activities, crafts and more.
- Lead and supervise youth in seasonal camps, preschool, afternoon school program, classes, clinics, special events and recreation sports leagues such as soccer, volleyball, basketball, flag football, baseball and softball.
- Create and implement supplemental plans to instruct/teach participants in various roles such as coaching games and practices, leading craft activities, dancing and singing camp songs, musical instruments, theme days, swimming and field trip activities.
- Assist the Recreation Coordinator and the Director with additional program needs such as contacting patrons, sending important reminders, answering phones, collecting payments, office coverage, submitting documents, distributing supplies, teaching/leading different classes such as gymnastics, dance, etc.
- Attendance and participation in community and recreation special events as necessary for planning the events, during the events and cleaning up accordingly.
- Attend all training sessions, meetings, communicate efficiently with players, patrons, volunteers and staff.
- Create and develop a bond with the community and culture in a professional manner.
- Required to dress in appropriate attire

**Qualifications:**

- Ability to be self-driven, professional, and possess a good worth ethic.
- Excellent and effective communication skills with teens, children, staff and patrons.
- The ability to be upbeat and energetic throughout program activities.
- Ability and desire to work in a public recreation environment with children.

**To apply please send your resume:**

<b>Drop Off/Mail To:</b> Delano RC Attn: Park Director 15100 Erwin Street Van Nuys, CA 91411	<b>Email To:</b> <a href="mailto:Delano.recreationcenter@lacity.org">Delano.recreationcenter@lacity.org</a> <b>Subject:</b> Delano Recreation Assistant – New Application
--	---

**Last day to apply:** Thursday, January 9<sup>th</sup>, 2025

**City of Los Angeles**  
**Department of Recreation and Parks**  
**FACILITY ROSTER**

**Facility Name** Delano R.C.  
**Facility Address** 15100 Erwin St., Van Nuys, CA 91411  
**Facility Phone Number** 818-756-8529  
**Facility Fax Number** \_\_\_\_\_

EMPLOYEE'S NAME	Anniversary Date  mm/dd/yy	TOTAL HOURS <small>Add first and second service years</small>	FIRST SERVICE YEAR HOURS	SECOND SERVICE YEAR HOURS	THIRD SERVICE YEAR HOURS <small>Don't include in total hrs. for qualifying purposes only.</small>
<b>600 or MORE</b>					
<i>EXAMPLE: John Doe</i>	<i>5/15/2014</i>	<i>608</i>	<i>152</i>	<i>456</i>	<i>641</i>
Brian Piche-Cifuentes (387954)	9/30/2018	1,459.00	644.5	814.5	219.8
Andres Cabral (502670)	10/9/2022	1,269.50	616.5	653	n/a
Elizabeth Garcia (501889)	7/2/2023	984.00	984	n/a	n/a
Arianna Guerra (503018)	11/6/2022	923.5	923.5	n/a	n/a
Maria Rosales (508631)	10/15/2023	809	809	n/a	n/a
Brianna Alvarado (500118)	7/2/2023	743.2	743.2	n/a	n/a
Michelle Rivera (507317)	7/23/2023	729	729	n/a	n/a
Daniel Enriquez (504414)	2/26/2023	728	728	n/a	n/a
Maria Villalobos Martinez (503023)	11/6/2022	704	704	n/a	n/a
Logan Corral (503402)	12/11/2022	655.5	655.5	n/a	n/a
Azucena Garcia (508413)	10/1/2023	651.00	651.00	n/a	n/a
<b>599 or LESS</b>					
<i>EXAMPLE: Jane Doe</i>	<i>3/19/2019</i>	<i>714</i>	<i>304</i>	<i>410</i>	<i>524</i>
<b>SEASONAL</b>					
<i>EXAMPLE: Joe Smith</i>	<i>11/7/2018</i>	<i>597</i>	<i>243</i>	<i>354</i>	<i>198</i>

City of Los Angeles  
DEPARTMENT OF RECREATION AND PARKS

**RECREATION ASSISTANT DECLINATION FORM**

*(For current Recreation Assistants with 600 or more hours within the facility ONLY)*

Facility: Delano Recreation Center

Description of Duties: Assist in youth/adult soccer programs. Officiate, coach, and set for matches.

Schedule Being Offered: Monday-Friday 5-9:30p, Sat 8a-8p, Sun.4-8p. Date: 10/29/24

Name	I decline the hours offered above (Signature)	I accept the hours offered above (Signature)
Brian Piche-Cifuentes	<i>Brian Piche</i>	
Andres Cabral	<i>Andres Cabral</i>	
Elizabeth Garcia	<i>EG</i>	
Arianna Guerra	<i>Arianna Guerra</i>	
Maria Rosales	<i>Maria Rosales</i>	
Brianna Alvarado		
Michelle Rivera	<i>Michelle Rivera</i>	
Daniel Enriquez		
Maria Villalobos Martinez	<i>Maria Villalobos</i>	
Logan Corral		
Azucena Garcia	<i>Azucena Garcia</i>	