

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION AND PARKS
FRED ROBERTS RECREATION CENTER
4700 HONDURAS STREET
LOS ANGELES, CA 90011
(323) 234-8650

Recreation Assistant (4 positions)

Available Hours: – Up to 20 per week; depending on program and budget

Job Description:

Assist Full Time (FT) staff with the day-to-day operation at a community recreation center; programs include but not limited to: After School Club, seasonal camps, coaching youth sports leagues (including: basketball, volleyball, soccer, boxing, Taekwondo and flag football), assist with leading youth sports clinics, art & exercise classes. Assist FT staff with special events (Halloween, Spring Egg Hunt, and youth sports banquets). Candidate should conduct themselves professionally to program participants, parents, park patrons, other recreational staff. Employees are to be courteous and professional when taking phone calls and messages. Have sound judgement to be able to employ methods that safeguard the health and safety of each program participant. Strive to maintain a safe learning environment for youth, ages 4 - 17. Organize and lead a variety of small and large group activities. Have a working knowledge of different sports, games, and activity ideas. Plan art/crafts projects. Help maintain the organization of the facility and the Department of Recreation & Parks at all times.

Qualifications:

Team player and a positive attitude. Prior experience working with children not necessary, but desirable. English/Spanish bilingual preferred. Have knowledge and practical experience of participating in sports and camps. Must be able to actively lead children and work independently with children, as well as collaboratively, as needed. Ability to problem solve and communicate with parents, youth, co-workers, and supervisors.

To Apply:

Please send resumes to the attention of:

Sasha Santana

Email to Sasha.santana@lacity.org or Fredroberts.recreationcenter@lacity.org

Los Angeles, CA, 90011

Last Day to Apply: February 18th, 2025