

City of Los Angeles • Department of Recreation and Parks

Yosemite Recreation Center

1840 Yosemite Drive, Los Angeles, CA 90041 / Office: (323) 257-1644

RECREATION ASSISTANT

AVAILABLE HOURS: Hours vary. Must be available to work 5-20 hours per week, Monday- Friday, 7:30 a.m.-9:00 p.m. and Saturday 9:00 a.m. to 7:00 p.m.

Qualifications:

- Experience working with youth in recreational programs or similar settings.
- Knowledge of various sports, games, arts, and crafts activities.
- Ability to communicate professionally with participants, parents, patrons, and staff.

Responsibilities:

- Assist Full-Time (FT) staff with daily operations at a community recreation center.
- Support programs including After School Club, seasonal camps, and youth sports leagues (basketball, volleyball, soccer, boxing, Taekwondo, and flag football).
- Lead youth sports clinics, art, and exercise classes.
- Assist with special events such as Halloween celebrations, Spring Egg Hunts, and youth sports banquets.
- Answer phone calls and take messages courteously and professionally.
- Organize and lead small and large group activities for youth ages 4-17.
- Plan and facilitate arts and crafts projects.
- Help maintain a clean, organized facility following Recreation & Parks standards.
- Prioritize the health, safety, and well-being of all program participants.

Skills:

- Strong leadership and organizational abilities.
- Excellent communication and customer service skills.
- Ability to create a safe and engaging environment for youth.

TO APPLY PLEASE EMAIL RESUME TO:

Jennifer Rockwell, Senior Recreation Director

jennifer.rockwell@lacity.org

Office: 323-257-1644

LAST DAY TO APPLY: Tuesday, April 7th, 2025