



City of Los Angeles Department of Recreation and Parks

ROBERTSON RECREATION CENTER

1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383

Robertson.RecreationCenter@LACity.org LAParks.org/RecCenter/Robertson



RECREATION INSTRUCTOR - ADULT FITNESS & SPORTS

Badminton, Basketball, Dance, Futsal/Indoor Soccer, Martial Arts, Pickleball/Paddle Sports, Pilates, Self Defense, Tennis, Thai Chi, Volleyball, Pilates, Yoga, Pilates, Zumba, etc.

15 Positions - PAY RANGE: \$21.72 - \$32.26 per Hour

The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

RECREATION INSTRUCTORS are **PART-TIME, AT-WILL EMPLOYEES** who may pick up shifts at multiple other City of L.A. Recreation and Parks (RAP) locations (when applicable), while not exceeding a maximum of 1040 hours per year. Part time positions within the Department of Recreation and Parks are not Civil Service positions.

AVAILABLE HOURS: SPRING-SUMMER SESSIONS

- 0-10 hours per week based on enrollment, budget, & operational needs. Room for growth if needed.
- Must be available the entire session at least 1 consistent day per week, between **9:00 AM-2:00 PM** (Morning Shift) OR **4:00 PM-9:00 PM** (Evening Shift) **MONDAY - SUNDAY**.

JOB OVERVIEW:

Alongside the guidance/supervision of the Director(s), a RECREATION INSTRUCTOR plans, implements, oversees, & directly instructs an **ADULT FITNESS OR SPORTS PROGRAM** in a safe & engaging environment for ages 16 years and up. RI's promote Robertson Recreation Center & its mission positively at all times, leads by example, & maintains a professional, friendly, & collaborative rapport with all Participants, Parents/Guardians, Staff, Director, & other Agencies.

DUTIES & RESPONSIBILITIES:

- Recruit, engage, & maintain a class of a minimum of 10 participants in each class.
- Organize, lead, and supervise the fitness & sports related activities in small-large groups
- Submit monthly/weekly lesson plans to Director(s) for approval. Implement the plans effectively & within budget.
- Prepare the facility/equipment for each class/program ensuring safety indoors or outdoors.
- Setup, cleanup, organize, inventory, etc.
- Create weekly sign-in sheets & maintain accurate daily records of participation in the appropriate Binder(s).
- Communicate clearly with the Director(s) via emails, reports, bulletin boards, & Google Suites, on a daily/weekly basis, (Or immediately in urgent cases).
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Director's standards.
- Ensure the overall safe & efficient execution of all park programs & special events.
- Adheres to City & Departmental Policies & Procedures & performs related duties as required in the time allotted.

QUALIFICATIONS:

- Must be at least 18 years old to apply, punctual, reliable, & display a great work ethic.
- Knowledge of policies, procedures, safety regulations governing adult fitness programs
- Utilize quality customer service skills and techniques.
- Have a growth-mindset & continuously research to use best-practices for age-appropriate techniques, skills, drills, & games, conducive for guiding & connecting adults.
- Proficient in Microsoft Office, Google Suite, & Interdepartmental programs (RecTrac, Workday, etc.)
- Lead by example, be adaptable to Director(s) feedback/direction, & maintain a positive, enthusiastic demeanor
- Must be active, able to stand, walk, & run for extended periods of time & able to participate in indoor/outdoor physical activities & in varying weather.

EXPERIENCE & EDUCATION:

- Experience working with this age group in individual & group settings.
- First Aid & CPR Certified (if hired, L.A. City trainings available)
- Must have a valid driver's license in good standing & be Van Trained (if hired, L.A. City trainings available)

To Apply, Email Resume to:

Robertson.RecreationCenter@LACity.org

Subject Line:

APPLICATION - RECREATION INSTRUCTOR - "Your Name"

Last Day to Apply:

Tuesday, March 18th, 2025