

Highland Park Recreation Center
6150 Piedmont Ave.
213-847-4876

RECREATION ASSISTANT

Available Hours

HOURS AVAILABLE: Monday-Friday 5pm-8pm and Saturdays 7am-4pm. Depending on need.

Job Description / Duties

- Greet parents and youth during check in and/or check out. Group leader - facilitate and supervise recreational activities in a sports setting, including, but not limited to, organizing individual and group activities, coaching a group of 10-15 children.
- Leading children in creative activities, including indoor and outdoor games, sports, and special events. Setup, breakdown, and cleaning/sanitizing of outdoor sport's needs; ex: canopies, tables, water coolers, and all games and activities.
- Attend to any individual needs of the youth ex: restroom use, injuries.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands, sweep, clean and organize storage area.
- Bilingual preferred but not required and knowledgeable with computers, excel, google docs etc.
- Set Up and Break down for the following sports, Soccer, Basketball, Baseball, Volleyball and all sports offered at the Recreation Center

Qualifications

- Experience working with a group of 10-12 children, ages 6-12 years old, at a recreation center is preferred.
- Actively lead children and work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
- Must be able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting / carrying at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.

To Apply

Send resume to: david.estrada@lacity.org

Last Day to Apply: November 1st, 2024