

City of Los Angeles Department of Recreation and Parks

AUGUSTUS HAWKINS NATURE PARK

5790 Compton Ave., Los Angeles, CA 90011

(323) 581-4498

Email: augustushawkins.naturalpark@lacity.org

Website: www.laparks.org

RECREATION ASSISTANT – COVERAGE ONLY (ON CALL)

Available Position: 5

Available Hours: Hours may vary from 0-25 hours, but will not exceed 25 hours. Must be available Monday – Sunday from 10am – 5pm. Hours are depending on the coverage needed and/or program needs. There will be ten (10) hours immediately available for two (2) weeks starting Tuesday, May 30 (five hours on both Tuesday and Wednesday). Other coverage may be deemed necessary due to Director’s absence (vacation, meetings, trainings, sickness and other occasions for time off or away from the center **MUST be available to adjust for special event hours. This position is for immediate consideration; however, a paid-training date and time will be scheduled prior to the official weekend start date.**

Job Description: The Recreation Assistant will assist with the day-to-day operations of the Augustus Hawkins Nature Park. Must have experience and flexible to perform different assignments as needed such as lead class, songs, special themed activities and crafts. Must have excellent customer services skills and must be able to complete tasks as assigned. Must currently work as a Recreation Assistant, be a team player and able to work with minimal supervision.

- Must communicate well with all internal and external patrons
- Must be able to conduct and recruit participants for a paid class (i.e. arts and craft and/or exercise class)
- Must be able to lead, guide and interact with children, parents and all patrons
- Be professional, self-starter, organized and detail-oriented
- Knowledgeable of nature and inhabitants
- Must be flexible to work with all ages
- Document information in the log book, job orders binder and other areas as necessary.
- Some clerical work (typing, filing etc.) and answer phones
- Must be able to check email the facility’s email and respond as necessary
- Must be able to input DTime in the computerized system and/or complete a paper timesheet
- Process payments and register in necessary computer system required (RecTrac, etc)
- Creative and able to create banners, flyers or marketing material as needed
- Walk the park approximately every hour
- Able to communicate rules of the nature park
- Work events as needed; Required events are Earth Day (April) and the Harvest Festival (October)
- Complete a daily report in the evening upon closing time (Council District 9 Daily Report)
- Hang up America flag upon arrival and take down before closing
- Assist with program recruiting; drop of flyers
- Maintain and update the bulletin boards
- Must be able to lift 0-25 lbs

Qualifications:

- 18 years or older to apply
- Must be able to stand for an extended period of time
- Must have be engaging
- Exercise good judgment, courtesy and tact with staff
- Supervise children in a variety of programs/classes
- Communicate clearly (orally and in written)
- Utilize quality customer services skills and techniques

To Apply: Send a resume to Raquel.Jamerson@lacity.org (**email only**). Please note in the subject line: AHNP – Coverage (On Call) in the subject line.

LAST DAY TO APPLY: June 3, 2017 (For immediate consideration)