

City of Los Angeles Department of Recreation and Parks

HUBERT HUMPHREY RECREATION CENTER

12650 Filmore Avenue, Pacoima, CA 91331 • Phone: (818) 896-6510

Recreation Assistant

Available Hours: 0-10/week (Hours may vary depending on the needs of the program.)

Positions Available: 2

Description of Duties:

- Set-up and break down supplies and equipment for class programs, league practices, etc.
- Assist recreation coordinator with center program needs including but not limited to office coverage, sports programs, class programs, camp programs, etc.
- Create and implement lesson plans; Instruct participants in various programs including but not limited to crafts, dancing, enrichment, musical instruments and/or physical sports.
- Participation in community and recreation events as necessary.

Qualifications:

- Must be self-driven and plan daily activities for children and adults at the beginning, intermediate, and advanced level.
- Excellent and effective communication skills with teens, children, staff and patrons.
- Must have the ability to be upbeat and energetic throughout each lesson.
- At least 3-5 years of experience enrichment and sports programs. Previous instruction required.
- Candidates must be available during specified hours
- Candidates must be professional and possess good work ethic
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with children.

To Apply: Send resume to:

Juchell Wardlow, Recreation Coordinator
Hubert Humphrey Recreation Center
12650 Filmore Avenue
Pacoima, CA 91331
Email: Juchell.wardlow@lacity.org

Last Day to Apply: September 7, 2017