

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
LAFAYETTE COMMUNITY CENTER
625 SOUTH LAFAYETTE PARK PLACE
LOS ANGELES CALIFORNIA 90057
Phone. #213 384 0892

RECREATION ASSISTANT

NUMBER OF POSITIONS AVAILABLE

3 Year Round

HOURS AVAILABLE

HOURS WILL VARY PER WEEK AND WILL BE BETWEEN 2 P.M. - 10:30 P.M

WEEKLY AVAILABLE HOURS

3 HOURS TO 7 HOURS PER WEEK

Description of Duties: Assist supervisor with office work performing variety of office duties, answer phones, customer service, provide information regarding programs, process and distribute written materials; perform clerical duties such as typing, filing, operating office machines and assemble data for attendance and payments. If needed candidates will also assist with summer programming. This includes successfully implementing, leading and organizing camp activities; communicating effectively with campers, patrons, volunteers and staff; the ability to effectively communicate orally and in writing; providing a safe and positive camp experience; successfully supervising campers at all times; carrying out safety drills/procedures; standing and walking for entire shift. This consist of supervising children during organized activities such as arts and crafts, sports and games activities.

Qualifications:

Candidates must have previous Summer Day Camp experience; a knowledge of camp activities, arts and crafts, outdoor nature activities, swimming, song leading, sports and drama are all perquisites; ability to work with effectively and positively with people; experience in the development and delivery of programs and activities for a camp population; knowledge of Microsoft Word, Excel, Publisher and Adobe; excellent writing skills and communication skills; ability to work in a fast-paced environment and efficiently multi-task; ability to be punctual. Candidate must be able to enforce city policy and procedures at all times; must be comfortable closing the facility on their own and ensure entire facility is secured. This includes outside facilities such as soccer field and Tennis Courts etc. Candidates must be extremely dependable and be able to work independently. A background in education (either completed or in progress) are preferred but not required. Applicants will be selected on the basis of their experience and knowledge of the above mentioned subjects. Bilingual in Spanish is a must.

TO APPLY, PLEASE SEND RESUME:

E-mail Jacqueline.Chilin@lacity.org

LAST DAY TO APPLY: May 30, 2017