

CITY OF LOS ANGELES * DEPARTMENT OF RECREATION AND PARKS
LINCOLN PARK RECREATION CENTER
3501 Valley Blvd. Los Angeles, CA. 90031
Phone: (213) 847-1726

Recreation Assistant - After – School Program

Available Hours: Must be available 2:00 p.m. to 5:00 p.m. (M, W, Th & F)
1:00 p.m. to 4:00 p.m. (Tuesdays)

Job Description: Seeking a candidate proficient in assisting staff with tutoring program, crafts, sports and supervision for children ages 5 to 12 years old.

Duties:

Staff must assist with program advertisement, promotion and registration. Picking up children from various schools as well as assist children with accurate completion of their homework assignment. Assist with set-up & clean-up of all classes, activities, sports, special events and programs that take place in the classroom, gymnasium and the outdoor areas. Staff must assist with keeping a clean and safe environment for all participants, as well as supervise participants at all times. No unauthorized persons or unregistered participants may be allowed in the after-school program during programs hours. All participants must be registered and paid in full. Staff must follow all department policies and procedures.

Qualifications:

- Must be van trained by City of Los Angeles, Department of Recreation and Parks.
- Must be skilled and trained in the area mentioned above, including 3 years working in an after-school program with children ages 5-12 years old.
- Must be able to teach a variety of ages and skill levels and be able to plan, organize and lead classes in a proficient manner.
- Must have good customer service skills. The ability to establish and maintain an effective professional relationship with students, parents, the public, community groups and staff.
- Must adhere to and apply to all Department of Recreation and parks policies and procedures.
- Must be organized, professional and punctual.

To apply: Send resume to louise.merritt@lacity.org

Last Day to Apply: September 13, 2017