

**City of Los Angeles**  
**Department of Recreation and Parks**  
State Street Recreation Center  
716 N. State Street  
Los Angeles, CA 90033  
213-847-2790

**RECREATION ASSISTANT**  
(Year round)

**Available Hours:** Must be available to work 0-20 hours per week.

**Available Positions:** 1

**Description of Duties:**

Looking for the following:

- ✓ RECREATION ASSISTANT

Applicants are required to have basic reading and math skills. It is preferred that the applicant has CPR and/or First Aid certification. Must have leadership skills and be able to plan, organize and lead classes, programs and activities. Must have basic knowledge of Microsoft Word, PowerPoint, Excel and Publisher. Must be organized and know how to file paperwork properly. Applicant is expected to be able to communicate well with parents and family members in a professional manner. Must be able to work well with Patrons of the State Street Community. Bilingual in Spanish and English is preferred.

**Qualifications:**

All applications must provide a current resume with references. Applicant must be available to start June 12<sup>th</sup>, 2017. Applicant must be available to work mornings, evenings and weekends. Applicant must have prior experience working with children ages 5-12.

**To Apply:**

Send Resume to:  
Bryan Kochner and Maritza Guzman  
State Street Recreation Center  
716 N. State Street  
Los Angeles, CA 90033

[Bryan.kochner@lacity.org](mailto:Bryan.kochner@lacity.org) and [Maritza.guzman@lacity.org](mailto:Maritza.guzman@lacity.org)

**Last Day to Apply:** June 6, 2017