

City of Los Angeles • Department of Recreation and Parks
VAN NESS RECREATION CENTER
5720 2ND Avenue • Los Angeles, CA • 90043
(323)296-1559 • (323)296-3130

Recreation Assistant – After School Program

Available Hours: 5 – 10 hours per week,
Monday through Friday
1:00 pm – 5:00 pm
Depending on the needs of the Program

Number of positions: (2 positions)

Description of Duties: Seeking motivated candidates under the general supervision of the Recreation Director and/or Coordinator and accept added responsibilities including but not limited to the following:

- Staff must assist with program advertisement, promotion and registration
- General supervision of the children at all times
- Pick up children from various schools
- Ensure the safety, wellbeing, and personal growth of the children
- Help the children with their homework
- Assist with set-up and cleanup of all activities, sports, special events and programs
- Create a high quality, fun experience for every child
- Implement discipline policy with children, in coordination with Recreation Directors including writing Discipline Notices and communicating with parents
- General cleanup of areas used on a daily basis

Qualifications:

- Must be van trained by the City of Los Angeles Department of Recreation and Parks
- Must have valid driver's license
- Must be skilled and trained in the areas mentioned above, including at least 2 years working
In an afterschool program with children ages 5-12
- 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 punctual, reliable, and organized

To apply: Submit your resume to: Van Ness Recreation Center
5720 2nd Avenue
Los Angeles, CA 90043
benita.dixon@lacity.org

Last day to apply: November 22, 2017

