

**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**

**RESEDA PARK**

18411 Victory Blvd. Reseda, CA 91335

818-881-3882

Email: [Reseda.recreationcenter@lacity.org](mailto:Reseda.recreationcenter@lacity.org)

**RECREATION ASSISTANT**

**NUMBER OF POSITIONS AVAILABLE**

0-3

Hourly rate: \$19.59

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

**MONDAY- SATURDAY HOURS AVAILABLE**

7:00AM-8:30PM

**WEEKLY AVAILABLE HOURS**

0 TO 20+ HOURS PER WEEK (Varies and as needed)

**Description of Duties:** Seeking qualified staff to lead and facilitate early learning classes, art activities, seasonal camps, afterschool programs, sport leagues, and/or special events. Must develop instructional plans that are age appropriate, development of skills, and promote sportsmanship/teamwork.

**Duties Performed:**

- Teach various sports/ recreational activities to different age groups.
- Teach various art/dance/ music/ exercise to different age groups.
- Prepare instructional plans.
- Set up/ break down supplies for clinics, classes, special events, and/or league.
- Must dress accordingly to specific clinics, classes, special events, and/or league.
- Umpire/ referee games as needed.
- Supervision of a group of children at facility, outdoor area, and public spaces.
- Organizing activities and supplies needed.
- Administrative tasks, answering phones, checking emails, taking payments, report writing, tech skills, Microsoft Office/ Google Docs competency, and social media.

**Qualifications:**

- Have clear communication with patrons and staff at the facility.
- Have great time management and reliability.
- Be professional and have great work ethic.
- Exercise good judgement, courtesy, and tact with staff and public.
- Communicate clearly and concisely, orally and written.
- Establish and maintain effective working relationships with parents/guardians, public, staff, and other agencies.
- Be on time and ready to work.
- Must be committed to facilitate the start to finish of the classes and programs.

**Experience and education:**

- Experience with and knowledge of sports.
- Experience and knowledge with tech/computer skills.
- Experience with and knowledge of art, dance, and/or music, and holiday events.
- Experience teaching youth.
- Must be 18 years of age or older to apply.

**TO APPLY, PLEASE CONTACT AND ATTACH RESUME TO**

C/O Monica Resendez at [reseda.recreationcenter@lacity.org](mailto:reseda.recreationcenter@lacity.org)

Email subject line: Reseda Park Bulletin-Hiring.

**LAST DAY TO APPLY**

February 17, 2023 (For Spring 2023 Season)