

City of Los Angeles Department of Recreation and Parks  
109<sup>th</sup> Street Recreation Center  
1464 East 109<sup>th</sup> Street, Los Angeles, CA, 90059  
Office: 323-566-4561 Email: 109thstreet.recreationcenter@lacity.org

## **RECREATION ASSISTANT**

**Available Hours:** Must be available to work 10-20 hours a week.

**Description of Job Title and Duties:** Day Camp, Youth Coed Sports Special Events, and Class Parks and GPLA specific Recreation Assistant

Recreation Assistant must have a minimum of 2 years' experience servicing urban impact youth and/or as a Day Camp Counselor, leading youth in coed sports and GPLA specific programming. Recreation Assistant is expected to plan, organize, coordinate, implement supervise and evaluate daily and weekly activities for youth ages 3-17 who participate in Seasonal Camp, coed sports and Class Parks and GPLA specific Programs. Recreation Assistant must submit projected lesson plan and schedule of daily activities (activity sheet) to Recreation Coordinator, for weekly approval. Recreation Assistant is expected to communicate well with children, parents, and community members. Recreation Assistant must be able to work field trips, coach youth sports, get in the pool (during summer camp) and facilitate gender specific programs and classes. Recreation Assistant must be able to employ methods of safety and first aid as required by Recreation and Parks standards. Lastly, Recreation Assistant must be fully vaccinated and follow **Covid 19 guidelines as mandated by City of Los Angeles Department of Recreation and Parks Department Operations Center (DOC).**

**Qualifications:** Qualified Recreation Assistants must provide a current resume with references and a sample work lesson plan. Recreation Assistant must be able to work at will and throughout the year. Recreation Assistant must have prior experience working with youth and have knowledge/practical experience working with sports and gender specific programs. Recreation assistant must be CPR certified by the first day of Summer Camp and sports programming, able to squat and lift at least 20 lbs. stand on his/her feet for a long period of time, work in the sun and be reliable and dependable at all times.

**Meeting Requirements:** In order to be placed on the list of available Day Camp Counselor, Youth Coed Sports and GPLA specific programming, Recreation Assistants must attend all scheduled training dates as assigned by Senior Facility Director, Recreation Coordinator and Camp Director. Specific dates and times TBD.

**To Apply:** Email response to: Gregory Thomas, Sr. Recreation Director, [Gregory.Thomas@lacity.org](mailto:Gregory.Thomas@lacity.org), Marcus Johnson, Recreation Coordinator, [marcus.d.johnson@lacity.org](mailto:marcus.d.johnson@lacity.org) and [109thstreet.recreationcenter@lacity.org](mailto:109thstreet.recreationcenter@lacity.org) If you have any questions please contact us at: **323-566-4561**

**Last Day to Apply:** Thursday, May 9th, 2024.

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)