

**City of Los Angeles
Department of Recreation and Parks
BALDWIN HILLS RECREATION CENTER
5401 Highlight Place
Los Angeles, CA 90016
(323) 934-0746**

**RECREATION ASSISTANT – Summer
(5 positions available)**

AVAILABLE HOURS: Monday - Friday: 3:00 to 6:00pm or Monday – Friday 10:00am to 3:00pm

JOB DESCRIPTION: Assist with sport programs, day camp, and assist with special events. In addition, provide general office duties.

TYPICAL DUTIES PERFORMED:

- Organizes, conducts, and supervises activities; organizes and instructs sport activities, teaches fundamentals of play and sportsmanship; administers first aid
- Assists in program publicity through use of flyers, newsletters, signs and posters; keeps records and prepares related reports
- Set-up facility for special events, classes and activities
- Adheres to City and departmental policies and procedures, performs related duties as required

QUALIFICATIONS:

Knowledge of:

- Policies, procedures, and regulations governing the conduct and safety of children at the facility
- Methods, practices, and equipment used in maintaining an effective program
- First aid and safety practices

Ability to:

- Supervise children in a variety of programs; conduct recreational activities
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies
- Exercise good judgment, courtesy, and tact with staff and public

EXPERIENCE AND EDUCATION:

Experience

- Experience in organizing sport and day camp activities and general office duties
- High School diploma required and some college is preferred, but not required

LICENSE OR CERTIFICATE:

- Possession of a valid California Driver's License
- Possession of CPR and First Aid certificate is preferred, but not required

TO APPLY: Send to: La Verne H. Kimble
Baldwin Hills Recreation Center
5401 Highlight Pl. Los Angeles, CA 90016
Or fax to (323) 934-0121

LAST DAY TO APPLY: Until positions are filled