

City of Los Angeles Department of Recreation and Parks  
Boyle Heights Sports Center  
Recreation Assistant

**Available Hours**

0-20 hours per week, Year Round

Various shifts Monday-Saturday, 7:00 am to 10:00 pm

**Job Description:** Seeking motivated candidates who will work year round to assist with sports and cultural programs.

**Responsibilities:**

1. Greeting parents and youth during check in and/or out.
2. Facilitate and supervise recreational activities including indoor and outdoor sports, games, special events, arts and crafts and more.
3. Supervising a group of 10-15 children.
4. Setup, breakdown and cleaning/sanitizing of all sports/cultural activities; ex. Canopies, tables, water coolers and more.
5. Attending to any individual needs of the youth ex: restroom use, injuries and more.
6. Supporting the Recreation Coordinator and/or Director in establishing rules and emergency procedures.
7. Follow other assigned duties as assigned by the Recreation Coordinator and/or Director ex: preparation of games/classes, office work, errands, and more.

**Qualification:**

1. Experience working with a group of 10-15 children, ages 3-15 years old in a camp, classroom, or sports setting.
2. Ability to actively lead children and work independently, as well as collaboratively, as needed.
3. Ability to problem solve and communicate effectively with parents, youth, coworkers, and supervisors.
4. Physically able to participate in all activities including actions such as walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 pounds.
5. Ability to have prolonged exposure to the elements ex: rain, heat.
6. Willing and ability to follow directions, be on time and reliable.

To apply, please email: [constance.caldwell@lacity.org](mailto:constance.caldwell@lacity.org) or [boyleheights.sportscenter@lacity.org](mailto:boyleheights.sportscenter@lacity.org)

Application Deadline: October 20<sup>th</sup> 2023

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)