



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

## Loren Miller Recreation Center

2717 Halldale Ave. Los Angeles, CA 900018 Phone: (323) 734-4386

### RECREATION ASSISTANT

#### **AVAILABLE HOURS:**

Monday – Friday | 7:00am – 1:00pm & 1:00pm – 7:00pm | 0 – 20 hours/ week  
(Hours may vary based on program needs)

#### **JOB DESCRIPTION:**

Facilitate and supervise recreational activities in a day camp setting, including, but not limited to: organizing and supervising individual and group activities while being safe, positive attitude, creative and energetic, managing a group of 10-12 children, leading children in creative activities, including indoor and outdoor games, sports, special events, initiation of filler activities during down time (free-time), arts & crafts, science, songs & spirited chants, drama and supervision on weekly field trips.

#### **DESCRIPTION OF DUTIES:**

- Greet parents and youth at check in/out. Verify authorized drop-off and pickup status.
- Set-up, break-down program/activity equipment and any other program/activity related materials and sanitize areas and equipment. May include lifting equipment up to 30 pounds, standing for prolonged periods, walk long distances, frequent bending and crouching and setting up canopies, tables, water coolers, camp games and activities for campers. Must be able to withstand daily exposure to the sun, heat, and cold weather.
- Participate and leading in all or some camp activities with campers.
- Adhere to City and departmental policies and procedures; perform related duties as required.
- Participate in daily waterplay or swimming.
- Show up on time and be prepared to work for the day.
- Other assigned duties as assigned by the Recreation Coordinator and/or Camp Director.

#### **POSITION REQUIREMENTS:**

- Applicant must be at least 18 years of age.
- Prefer at least one year of experience working with children in a group setting.
- Must be certified in CPR & First Aid (proof of certification must be submitted by **Monday, June 1, 2026**).
- Attend required staff orientation and training days held on **June 6<sup>th</sup> & 13<sup>th</sup> from 10:00 am-2:00 pm**.
- Ability to swim and be prepared to actively swim & supervise children in a pool and/or water park field trips.

#### **TO APPLY:**

Send Resume to:

**Liseth Orrego and Angelica Osario** c/o

Loren Miller Recreation Center

2717 Halldale Ave. Los Angeles, CA 90018

Email: [Liseth.Orrego@lacity.org](mailto:Liseth.Orrego@lacity.org) and [Angelica.Osorio@lacity.org](mailto:Angelica.Osorio@lacity.org)

Phone: (323)734-4386

#### **LAST DAY TO APPLY:**

**May 15<sup>th</sup>, 2026**