

City of Los Angeles Department of Recreation and Parks
BRANFORD RECREATION CENTER
13306 BRANFORD STREET, ARLETA, CA 91331 (818) 893-4923

RECREATION ASSISTANT

Available Hours

0-20 hours a week

Hours

- Monday – Friday| 9:30 am - 1:00 pm (Morning Shift)
- Monday – Friday| 2:00 pm - 5:00 pm (Afternoon Shift)
- Monday – Friday| 5:00pm - 9:30 pm (Evening Shift)
- Saturday – Sunday| 7:00am - 5:30pm (Sports Schedule)
- Exact schedule will vary weekly based on program needs.

Description of Duties

Duties include, but are not limited to

- Organizing and conducting a variety of camp activities for participants ages 5 – 12.
- Providing a fair and safe environment.
- Supervising games and players.
- Guiding patrons to park policies and procedures.
- Distributing information and communicating with parents.
- Setting up and cleaning up all activities.
- Working under extreme weather conditions and maintain a clean working environment.
- Assisting in overseeing, guiding and delegating duties to volunteers.
- Administering first aid.
- Any additional duties as needed for the effectiveness of the program.
- Ability to resolve conflicts.
- The ability to create a learning and safe environment.

Qualifications

- Available the duration of the programs and classes being offered.
- Experience supervising and working with children 3 -15 years old in the recreation setting.
- Ability to move, carry, set up equipment for sports and other supplies needed for the program.
- Ability to learn new techniques to coach or officiate sports.
- Enthusiastic, responsible, reliable, professional, good judgment.
- Ability to inspire and motivate children and adults.
- Ability to follow direction and adapt to change.
- Background in sports and arts & crafts projects.

To Apply

Email resume to:

Email: Jonathan.Sanchez@lacity.org, Beverly.Gramajo@lacity.org

Subject: Recreation Assistant

Last Day to Apply: May 16th, 2026