



City of Los Angeles Department of Recreation  
Stonehurst Recreation Center  
9901 Dronfield Ave.  
Sun Valley CA, 91352  
(818) 767-0314



## RECREATION AIDE

### NUMBER OF POSITIONS AVAILABLE

3

**Available Hours:** Monday-Friday 9a-9pm | Saturdays 7am-4pm  
(Hours will vary based on registration and program needs)

**Job Description:** Seeking candidates 16-17 years old to assist with recreational activities such as sports, classes, and special events.

#### **Qualifications:**

Candidates must be professional and possess good work ethic

- ❖ Ability to communicate effectively both verbally and in writing.
- ❖ Able to take initiative and have attention to detail.
- ❖ Ability to lift, push, or carry a minimum of 25lbs.
- ❖ Willingness to follow city policy and procedures with all programs offered by the facility.

#### **Duties:**

- ❖ Maintain updated records of current classes, leagues, clinics, special events, etc.
  - ❖ Keep all information and program records organized.
  - ❖ Assist in preparing rosters, evaluation sheets and drafts for leagues.
  - ❖ Teach sport clinics to children ages ranging from 3-15 years old.
  - ❖ Mandatory participation in community and facility special events.
  - ❖ Interact professionally with parents and participants.
  - ❖ Custodial care of equipment and supplies associated with the facility. Preparation of Fields / Courts for games.
  - ❖ Assist in preparing evaluations and drafts for age divisions, sport league evaluations, scheduling of games and practices, score keep and/or officiate as needed and delegated.
  - ❖ Excellent and effective communication skills.
  - ❖ Assistance in organization, implementation, and supervision of facility programming, as directed by the Coordinator and the Director.
  - ❖ Any other responsibilities assigned by the Park Director or the Recreation Coordinator
- enthusiastic attitude, responsible, reliable, and willing to learn day camp activities. Work position requires to have a school Work Permit to apply.

**To Apply Email:** Resume to: [Iliana.Ortega@lacity.org](mailto:Iliana.Ortega@lacity.org)

**Last day to apply:** Until Position is filled