

CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS  
**Van Ness Recreation Center**  
**5720 2<sup>nd</sup> Avenue Los Angeles, CA 90043**  
Recreation Aide

**Available Hours:**

0-15 hours per week

Seasonal

Various shifts Monday-Saturday, ex: 7:00 am-1:00 pm or 12:30-6:30 pm (6hrs). Hours are not guaranteed and based on program enrollment.

**Job Description:** Seeking motivated, enthusiastic, professional candidates who will work in youth sports, day camp, active play classes and adult programming.

**Responsibilities:**

- Assist part time and full-time staff in the implementation of day camp, sports and class activities.
- Prepare the facility, indoor and outdoor for practice/games, including daily set up, teardown and custodial care of equipment.
- Be able to score keep, officiate, and assist in the overall execution of the program under the supervision of full-time staff.
- Communicate weekly (or immediately in urgent cases) in verbal and written formats with Director, staff and parents.
- Address/solve program concerns efficiently according to policy and procedure, properly document as needed.
- Assist with other program needs such as taking inventory, distributing supplies, opening/closing ceremonies, picture day.
- General office duties, answering phones, scanning, photo copying, and filing under the supervision of full-time staff.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures with youth.
- Adhere to all Department policies, procedures and implement Director's directives as instructed within a delegated time frame.

**Qualifications:**

1. Experience working with a group of 10-12 children, ages 3-12 years old, in sports and camp environment.
2. Basic knowledge of sports rules, strategy, court and field dimensions, safety etc.
3. Ability to problem solve and communicate effectively with parents, youth, co-workers, and supervisor.
4. Be physically able to participate in all sporting activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
5. Ability to have exposure to the sun
6. Lead by example, maintain a positive, enthusiastic demeanor, excellent customer service skills and reliable.
7. Have a good understanding of varying sports; volleyball, soccer, basketball, flag football, Baseball, Softball

**To Apply:**

Send resume to: [vanness.recreationcenter@lacity.org](mailto:vanness.recreationcenter@lacity.org) (not all resumes will receive a response)

**Last Day to Apply: May 15<sup>th</sup>, 2026**