



City of Los Angeles Department of Recreation and Parks  
**SHADOW RANCH RECREATION CENTER**

22633 Vanowen St. West Hills CA 91307



## **Recreation Assistant**

### **Available Hours:**

0-39.5 hours per week or less; shifts 7:30am-6:00pm Monday - Friday. Summer Camp runs June-August 2026. Exact schedule will be based on enrollment and the needs of the program. Training will be provided prior to the start of the program.

### **Job Description / Duties:**

Recreation Assistant's working in the Summer Sports Camp program's top priority is to provide a positive and safe environment for all participants to learn and grow. Recreation Assistant's working in the Summer Sports Camp program will be responsible for supervising, organizing, and leading age-appropriate indoor and outdoor sports-based activities for children ages 3-12. This includes facilitating drills, skill development, scrimmages, team games, and structured athletic competitions across a variety of sports. Staff will promote teamwork, sportsmanship, and active participation through high-energy instruction, including warm-ups, conditioning exercises, and spirited team-building activities. Additional responsibilities may include assisting with occasional special events and field trips that support the overall camp experience. Recreation Assistants are responsible for all aspects of their group, such as monitoring and supervising campers and initiating filler activities during downtime. Candidates are also responsible for the initial discipline of children including warning, redirecting behaviors, and communicating with parents / guardians. This position requires active participation in all aspects of the program, including the ability to stand for prolonged periods, walk long distances, frequently bend and crouch, lift equipment up to 45 pounds, and work outdoors with daily exposure to sun, heat, and cold weather.

### **Qualifications:**

- Must be at least 18 years or older.
- Ability to be available during the duration of summer.
- Experience working with children between ages 3– 12 years old in a sport setting or youth program setting preferred.
- First Aid/CPR certified is mandatory.
- Ability to lead and supervise children in various sports camp activities in a proficient manner and actively participate in any indoor and outdoor activities.
- Enthusiastic, responsible, reliable, display good judgment, have a positive attitude and have the ability to inspire and motivate children and parent participation.
- Ability to move, carry and set up sports equipment, games, water-play equipment and other supplies needed for programming.
- Ability to stand for prolonged periods of time, exposure to hot weather, and walk long distances.
- Ability to follow direction and adapt to change.
- Ability to communicate and maintain a professional relationship with children, co-workers, parents, and the public.

**To Apply:** Submit resume in the office or by email to:

**Email:** ShadowRanch.RecreationCenter@lacity.org

**Subject:** Recreation Assistant

**Last day to Apply:** Until positions are filled