

JOB DESCRIPTION

Position: Recreation Assistant
Location: Aliso Pico Recreation Center
Program: IMPACTO
Status: Part Time, Non-Exempt
Hours: Monday – Friday, 12:00 PM – 8:30 PM (Hours will be adjusted according to Recreation Sports schedule)
Compensation: \$17.00-\$19.00
Reports to: Recreation Center Coordinator

Organizational Background: Proyecto Pastoral was founded in 1986 to empower the community through grassroots projects in education, leadership, and service. Our programs include the Guadalupe Homeless Project (GHP), an emergency shelter combined with support services that help men and women transition into independent living; IMPACTO, an after-school academic enrichment program for K-12 youth and the Aliso-Pico Recreation Center; Early Childhood Education Centers, focused on preparing children 18 months to 4 years old for Kindergarten; *Comunidad en Movimiento*, focused on civic engagement and leadership development; and Promesa Boyle Heights through which a 14-member collaborative of organizations and schools strive to create an educational cradle to college and career pathway for our youth. Proyecto Pastoral serves over 4,000 children, youth, and families.

Position Description:

The Temporary Recreation Assistant will be responsible for ensuring the safety and support of Food Distribution & indoor / outdoor recreation activities at the Aliso Pico recreation center to best service all scheduled programming. The Temporary Recreation Assistant reports to the Aliso Pico Recreation Coordinator and works alongside the center staff to ensure the site is available to provide high quality programming.

KEY RESPONSIBILITIES:

Distribution:

- Support distribution of in kind donations, may include unloading, sorting, packing, redistributing goods at the Recreation Center site.
- Open and close the facility properly, walk grounds to maintain the safety of all accessing space.
- Liaison between Recreation Coordinator, After School Program Coordinator and Community Residents to support services.
- Identify and report possible repairs.
- Clean buildings by emptying trash, sweeping, and cleaning surfaces.
- Clean outdoor area assuring the space is free of glass, bulky trash and dangerous hazards.
- Monitor building security and safety by performing such tasks as locking doors before or after operating hours and assuring hazards are not created or materials are not left unattended.
- Liaison between Recreation Coordinator, Site Supervisor and Community Parents to better direct families interested in recreation enrollment.
- Assist in phone banking clients to inform them of upcoming services.
- Clean and disinfect student recreation equipment.
- Compile and Input weekly Attendance counts in tracking system.

Recreation:

- Work as part of the team to offer high quality recreation development and community programming.

- Support Indoor and Outdoor recreational activities by setting up/down for practices, communicating with instructors/coaches/referees and families.
- Liaison between Recreation Coordinator, After School Program Coordinator and Community Parents to assist in program enrollment and information.
- Support with community flyering to outreach and support recreation activities.
- Supervise and monitor Recreation activities during games and practices.
- Support in quarterly indoor sports registration.
- Maintain quarterly recreation attendance reports.
- Clean and disinfect student recreation equipment.

QUALIFICATIONS:

- Experience working with youth and community organizations.
- Experienced in working in the recreation field.
- Good organizational skills
- CA Driver's License and proof of auto insurance
- Must have good self-management skills.
- Bilingual preferred (English/Spanish)

To Apply: Interested applicants should send a cover letter and resume to hr@proyectopastoral.org. Only emailed applications will be accepted, please indicate "Recreation Assistant" in the subject of the email.

Proyecto Pastoral is an equal opportunity employer. Proyecto Pastoral does not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.