

CITY OF LOS ANGELES * DEPARTMENT OF RECREATION AND PARKS

WILMINGTON ATHLETIC COMPLEX

1700 S. Figueroa Wilmington, CA., 90744 (310) 325-8906

RECREATION ASSISTANT

Field Monitoring and Special Events

Positions to be filled - 4

Available hours

Monday – Sunday, Hours vary depending on the season and the amount permits/special events, not to exceed 20 hours per week

Job Description and Duties

Under general supervision, assist full-time recreation staff by monitoring patrons participating in recreational and sports related activities and programs at the recreation center on the sports fields as well as permit groups. Monitoring games and activities, lighting of fields, safety, and City policy. **MUST BE DEPENDABLE.** Field monitors stay on the field and report to work rain or shine. Must be able to handle emergency situations and conflicts on the fields. Must be able to adhere to the instructions and job duties given. A part of the job will be reporting job orders, field maintenance issues and cleaning and prepping the field's restroom attending. Answering phones, accepting applications, Xeroxing and other duties as required. **Minimum Requirements:** 18 yrs. or older, reliable, dependable willing to work nights and weekends. Ability to lift 10-15 pounds.

Qualifications

Applicants must express the desire to work in a public recreation environment. Must possess the ability to: multi-task, interact with public, handle monies, perform duties with minimum instruction, and work with minimum general supervision. Phone and computer skills (windows & excel) required. Must be able to work weekday nights and weekends. Driver license may be required. Must be willing to work in all weather conditions. The job requires you to be outside on the fields during your work schedule.

To Apply

Email resume to: rap-wilmingtonac@lacity.org

Attn: Itzel Molenaar

Subject: Field Monitor

Last Day to Apply: March 2nd, 2024

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf