

City of Los Angeles Department of Recreation and Parks
Westchester Senior Center
8740 Lincoln Blvd, Los Angeles, CA 90045
310-649-3319 office
Westchester.scc@lacity.org@lacity.org

Recreation Assistant

7 positions

Available Hours: Varying shifts. Facility is open 9am-5pm Monday to Friday, with additional hour opportunities for evening and weekend classes and events.

Job Description: Seeking a Recreation Assistant to assist with office coverage, reception, registration processing, and dealing with the needs of the center. This person may be responsible for teaching classes, assisting with special events, cleaning after events, opening and closing facility.

Duties Performed:

- Answer phones and questions
- Help patrons on Rec Trac and taking registration
- Teach classes
- Assist with Special Events
- Light cleaning of facility
- Assist with the needs of the center and its programs.
- Open in the morning, and or Close up in the evening.

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time, reliable, and ready to work

Experience and Education:

- Computer skills
- Reception skills
- Knowledge and or experience with groups, especially seniors.

Due Date: October 13th 2023

To Apply: Email resume to: kirstin.zullo@lacity.org

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