

**City of Los Angeles -Department of Recreation and Parks**  
**BOYLE HEIGHTS SENIOR CITIZEN CENTER**

2839 E. 3rd St. Los Angeles, CA 90023  
(323) 264-5757  
[boyleheights.senior.center@lacity.org](mailto:boyleheights.senior.center@lacity.org)

**Recreation Assistant** 3 position available

**Available Hours / Days:**

- 9:00 am – 1:00 pm / Mondays – Fridays
- 1:00 pm - 5:00 pm / Mondays – Fridays
- 0 to 20 hour per week
- Days and hours will vary based on program needs and the number participants enrolled in the programs.

**Qualifications:**

Must have knowledge and experience working with older adult's age 50+, must have good leadership and supervisory skills, be able to communicate and develop a good rapport with the community, work independently and enjoy working with older adults.

**Duties include but are not limited to:**

- Plan and oversee the daily activities of Senior Service's programs; create, organize and implement classes and exercise lessons (sewing, knitting, crochet, piano, dance etc.)
- Mange Bingo activity
- Analyze trends
- Office duties: Knowledge of handling receipts, registration, organize office, and office binders, excel sheets and other assigned duties by Director.
- Implement policies and procedures.
- Participate in all trainings
- Organize and execute senior activities which includes setting up and break down of activities and may be required to lift and move equipment over 20 pounds. Sanitize areas and equipment.
- Develop arts and crafts classes, exercise and dance activities
- Will be required to participate in all excursions
- Address concerns and problems.
- Communicate professionally with other staff, and the public.
- Perform related duties as assigned
- Must be friendly, responsible, and reliable.

**To Apply:** Send resume to or apply with:  
Mireya Garcia, Recreation Facility Director  
[Mireya.Garcia@lacity.org](mailto:Mireya.Garcia@lacity.org)

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**Last Day to Apply:** December 5<sup>th</sup>, 2023

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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)