

# Pan Pacific Senior Activity Center

141 South Gardner Street, Los Angeles, CA. 90036 • Phone: (323) 935-5705

## Recreation Assistant

**Available Hours: Up to 25 hours a week, between Mondays – Fridays 8am-4:30pm, some evening for permits. Varies on weekends.** (Hours may vary depending on the needs of the program).

\*4 Positions Available

### Description of Duties:

- Assist the recreation coordinator and facility director with additional program needs such as contacting patrons, sending important reminders, collecting payments, office coverage, submitting documents and distributing supplies.
- Set-up and break down supplies and equipment for the programs including but not limited to leading/monitoring Bingo games, organizing game equipment, chairs/tables, board/table games, activities, crafts, organizing/cleaning, moving heavy objects (up to 50 pounds) and more.
- Teaching/leading different classes from enrichment to active movement. Assist in educational programs and/or classes, leading craft activities, have the knowledge to teach computer/tech type classes.
- Attendance and participation in community and senior center special events as necessary for planning the events, during the events, and cleaning up accordingly. This would include, but not be limited to local day trips.
- Create and develop a bond with the community and culture in a professional manner.
- Monitor activities, open gym and assist permits.

### Qualifications:

- Must be 18 years or older.
- Must be self-driven, professional, and possess good work ethic.
- Must have a good driving record to be city van trained to transport both patrons and staff.
- Excellent and effective communication skills with staff and patrons.
- Candidates must be available during hours listed.
- Candidates are specifically chosen for their ability and desire to work in a public recreation environment with adults ages 50 and up.
- Experience working with adults ages 50 and up is preferred, but not required.
- Current adult CPR and AED is a plus.

**To apply please send your resume:**

Drop Off/Mail To:  Pan Pacific Senior Activity Center <b>Attn:</b> Facility Director of Senior Center 141 South Gardner Street Los Angeles, CA 90036	E-mail To: <a href="mailto:Monica.Benyamin@lacity.org">Monica.Benyamin@lacity.org</a>  <b>Subject:</b> Pan Pacific Senior Activity Center Assistant- NEW APPLICATION
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**Last Day to Apply: February 13, 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](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)