

City of Los Angeles Department of Recreation and Parks
Lake View Terrace Recreation Center
11075 Foothill Blvd., Lake View Terrace, CA 91342 • 818-899-8087

RECREATION ASSISTANT

OFFICE SUPPORT

Available Hours:

Year-round, hours will vary based on registration and program needs.

Monday– Friday 9am-9pm, Saturdays 7am-4pm

Job Description:

Seeking candidates with excellent customer service and proficient in clerical duties to assist with keeping and maintaining program and facility records.

Qualifications:

- Candidates must be professional and possess good work ethic
- Must be proficient in Excel, Publisher, and Canva.
- Must be able to communicate effectively both verbally and in writing.
- Must be able to take initiative and have attention to detail.
- Ability to lift, push, or carry a minimum of 25lbs.
- Willingness to follow city policy and procedures with all programs offered by the facility.

Duties:

- Maintain updated records of current classes, leagues, clinics, special events, etc.
- Keep all information and program records organized.
- Assist in preparing rosters, evaluation sheets and drafts for leagues.
- Ability to create appealing and informative program flyers.
- Mandatory participation in community and facility special events.
- Interact professionally with parents and participants.
- Custodial care of equipment and supplies associated with the facility.
- Excellent and effective communication skills.
- Assistance in organization, implementation, and supervision of facility programming, as directed by the Coordinator and the Director.
- Any other responsibilities assigned by the Park Director or the Recreation Coordinator

To Apply

Email resume to: **luz.roque@lacity.org**
Subject: LVT Office Support — (your name)

Last day to apply: **April 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