Department of Recreation and Parks
Admin Intern Position Description
$21.64/hour

Job Listing Date: 5/11/2021
Deadline to Submit Application: Until position is filled
Job Position: Admin Intern positions available (Level 1).

Qualifications: Must have completed three (3) years of education in a 4-year college or university. Ability to quickly learn new computer programs, and know the basics of Word, Excel, PowerPoint and Publisher. Some experience teaching, training or tutoring is recommended but not required. Customer service skills and ability to multitask are a must.

Hours: Up to 20 hours per week. Cannot go over 1,040 hours per year.

Job Description
Position is open in the Registration & Reservation System division. Position requires driving. Must have a valid California driver’s license.

Registration & Reservation System
Assist in the ongoing maintenance of the registration and reservation system for 200+ recreation centers, pools, and other locations throughout Los Angeles. Duties include:

- Create new facilities and activities.
- Assist in various reports as needed.
- Respond and provide technical help/guidance to facility staff in resolving the problems over the phone and email.
- Open, update and close helpdesk tickets.
- Prepare technical/user manuals.
- Assist in training for new and seasonal staff.
- Other functions assigned by Supervisor.

Primary Work Location:
Chevy Chase Headquarters at Central Service Yard - 3900 Chevy Chase Dr. Los Angeles, CA 90039

Contact:
To apply for this position, please e-mail your resume to:

Kimberly Sielen
Email: Kimberly.Sielen@lacity.org