

Department of Recreation and Parks
Admin Intern Position Description

\$24.27/hour

Job Listing Date: 9/20/2024
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. If you are selected proof of college credits will be required. Ability to quickly learn new computer programs, and know the basics of Word, Excel and PowerPoint or the Google Suite equivalent. Some experience teaching, training or tutoring is recommended but not required. Customer service skills and ability to multitask are a must.

Hours: (May Vary)

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. Please note this position is a standard, permanent part-time position, not an internship.

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 and update activities.
- Aid in facility reservation fee and hour setups.
- 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 for both staff and patrons.
- Assist in training 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