

City of Los Angeles Department of Recreation and Parks
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
310-837-5186 office
cheviothills.recreationcenter@lacity.org

Recreation Assistant

Positions: 4

Available Hours: Friday/ Saturday/ and or Sunday evening shifts from 5:00-10:00pm;
This shift is available now through the end of December 2019.

Job Description: This job entails covering and assisting with Sports programs including basketball, volleyball, baseball, and flag football. Duties may include administrative assistance, referring/ umpiring, score keeping, set up and break down of sports, Office coverage, reception, and dealing with the needs of the center. This person must also be prepared and able to set up and take down the volleyball poles and nets, mop the floor, as well as close the center.

Duties Performed:

- Answer phones and questions
- Help patrons on Rec Trac and taking registration
- Set up/ Take down volleyball poles and net; chalk field, set up tables and equipment
- Score Keep/ Ref
- Assist with the needs of the center, sports, and its programs.
- Close up in the evening.

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing
- Knowledge and background in sports
- Establish and maintain effective working relationships with parents, the public, staff, and other agencies
- Utilize quality customer service skills and techniques
- Be on time and ready to work

Experience and Education:

- Sports, Administrative

Due Date: July 19, 2019 or until filled

To Apply: Email resume to: [**kirstin.zullo@lacity.org**](mailto:kirstin.zullo@lacity.org)