

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

3 positions

Available Hours: Weekend and evening night shifts from 5:00-10:00pm.

Job Description: Office coverage, reception, registration processing, and dealing with the needs of the center. This person must also be prepared to set up and take down the volleyball poles and nets, move 50lb bags of chalk and line the fields for baseball, 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 the fields for baseball
- Assist with the needs of the center 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
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time, reliable, and ready to work

Experience and Education:

- Computer skills
- Reception skills
- Knowledge of sports

To Apply: Email resume to: Kirstin.zullo@lacity.org

Due Date: Until position is filled.