

CITY OF LOS ANGELES --- DEPARTMENT OF RECREATION AND PARKS

CLASS PARKS / TEEN PROGRAMS

**3900 Chevy Chase Drive
Los Angeles, CA 90039
(818) 243-2490**

RECREATION ASSISTANT / OFFICE ASSISTANCE / SPECIAL PROGRAMMING

- AVAILABLE HOURS:** 1-20 HOURS PER WEEK, DEPENDING UPON NEED AND AVAILABILITY. APPLICANT MUST BE AVAILABLE TO WORK MONDAY-SATURDAY.
- DESCRIPTION OF DUTIES:** APPLICANT MUST BE WILLING AND ABLE TO DRIVE CITY VEHICLES (PASSENGER VANS AND POSSIBLY A DUALY TRUCK). APPLICANT WILL BE VAN TRAINED BY CITY PERSONNEL.
- CANDIDATE MUST BE EXTREMELY DEPENDABLE AND BE ABLE TO WORK INDEPENDENTLY.
- APPLICANT MUST ALSO BE ABLE TO WORK AND COMMUNICATE EFFECTIVELY WITH TEENS, CHILDREN, STAFF AND PATRONS.
- APPLICANTS WILL BE SELECTED ON THE BASIS OF THEIR EXPERIENCE AND KNOWLEDGE OF THE ABOVE-MENTIONED SUBJECTS AND SHOULD BE ABLE TO CLEARLY DEMONSTRATE METHODS THEY WOULD USE TO IMPLEMENT AN EFFECTIVE PROGRAM.
- TO APPLY:** SEND RESUME TO OR APPLY WITH:
- CRAIG EDEMANN
SENIOR RECREATION DIRECTOR
CLASS PARKS TEEN PROGRAM
3900 CHEVY CHASE DRIVE
LOS ANGELES, CA 90039
(818) 243-2490
Craig.edemann@lacity.org**
- LAST DAY TO APPLY:** March 1st 2020