DEPARTMENT OF RECREATION & PARKS

Eagle Rock Recreation Center
1100 Eagle Vista Drive, Los Angeles, CA 90041
(323) 257-6948

RECREATION ASSISTANT

Available Hours: 5-30 hours per week

Description of Duties: Office and Afterschool Club Assistant
Seeking motivated candidate with excellent customer service and computer
skills to work in busy recreation center office. Selected candidate will be
responsible for general office work, general office cleaning/organizing, preparing and
supervising for afterschool club activities and various other tasks as assigned.

Hours: Varies Monday thru Friday nights and Saturdays

Qualifications: Must have previous office experience. Candidate will need to have
exceptional Word, Excel and Publisher computer skills. Candidate must be willing to learn
RecTrac Recreation Program upon being hired. Candidate must be a good multi-tasker.
Knowledge of sports and various recreation activities is a plus. Accurate typing skills, excellent
phone etiquette and a positive attitude dealing with patrons is also required. Knowledge of
general office procedures required. Candidate must also be self-motivated and follow directions
and complete assignments with little supervision.
MANDATORY: Must have Current Driver’s License and have the ability to be van-trained
immediately.

To Apply: Send Resume to or apply with:

Crystal Crockett
Eagle Rock Recreation Center
1100 Eagle Vista Drive
Los Angeles, CA 90041
Email: Eaglerock.recreationcenter@lacity.org

Last Day to Apply: March 30, 2020 or until position is filled.