



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.