

ELYSIAN PARK RECREATION CENTER

Recreation Assistant

Hours:	Estimated 4-20 hours per week
Location:	Elysian Park Recreation Center: 929 Academy Road Los Angeles, CA 90012
Job Description:	Assist in the promotion and operations of Use of Facilities (<i>Picnic Permits, Building Permits, & Open Space Permits</i>) and provide support for program coverage staff when they are out sick or on vacation.
Qualifications:	Must have experience providing customer service both over the phone and in person. Ability to speak and write bilingually, English and Spanish, is preferred. Must have experience in utilizing email, Microsoft Excel, and Microsoft Publisher. Ability to photograph and make short videos for publicity purposes a plus. Must be available to work Saturdays and Sundays between 9:00am and 10:00pm when permits are issued, plus, two hours on Mondays and/or Thursdays between the hours of 10:00am and 2:00pm. Ability to cover shifts Mondays-Fridays between 3:00pm and 7:30pm, as needed, is desired. Ability to be punctual, autonomous, self-governing, and motivated towards excellence is required. Ability effectively communicate with community members is required.
Dates:	Start date is dependent on hiring process completion.
Pay Rate:	\$18.28 per hour
To Apply:	Send Resumes to: Karina Jauregui E-mail: Karina.jauregui@lacity.org (Application process will include a verbal interview.)
Last day to apply:	February 28, 2020

***** PAY RATE IS SUBJECT TO CHANGE *****