

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS
**EVERGREEN RECREATION CENTER /
BOYLE HEIGHTS SENIOR CENTER**
2839 E. 3rd St.
Los Angeles, CA 90033
Phone: (323) 264-5757

RECREATION ASSISTANT (ON CALL)

NUMBER OF POSITIONS AVAILABLE

4

HOURS AVAILABLE

Hours Varies as needed on call for coverage
Monday- Saturday 8:00AM – 4:00PM

WEEKLY AVAILABLE HOURS

0-20 HOURS PER WEEK (ONLY AS NEEDED)

Description of Duties: Candidate must have experience working in an office setting, answering phones, filing paperwork, processing and utilizing strong interpersonal skills. Must know how to use Microsoft office to do computer work. Candidate must have the ability to work independently, speak Spanish, work with the public by phone and in person, as well as multi-task. Must have strong people skills and be thorough when performing duties. Must be hard-working, trustworthy and adaptable. Ability to lift 50 pounds is required. Must have a license to drive.

Qualifications:

- Must have at least 6 months experience in clerical work.
- Capable of taking supervisory directions from multiple program staff.
- Ability to communicate effectively with elders, staff and the community.
- Must be able to lift and carry up to 50 pounds of equipment, such as tables and chairs, etc.
- Must be able to speak in Spanish.

TO APPLY, PLEASE E-MAIL RESUME TO:

Leticia Lopez, Senior Recreation Director
Boyle Heights Senior Center
E-mail: Leticia.Lopez@lacity.org

LAST DAY TO APPLY: March 3, 2020 or until filled.