



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

**GRANADA HILLS RECREATION CENTER**

16730 Chatsworth St. Granada Hills, CA 91344

Office: (818) 363-3556

Granadahills.recreationcenter@lacity.org



**RECREATION ASSISTANT**

**Available Hours:** 0 - 12 hours / week

**Hours:** Various weekdays 4pm-9pm and 9am-1pm. Saturdays 8am-5pm. Hours may vary depending on needs of program

**Description of Duties:**

Under general supervision of full time staff, Recreation Assistant would be completing general office duties such as answering phones, collecting payments and other office assignments. Assignments may include monitoring sports leagues, game situations, field preparations and any other tasks needed in the operations of the recreation center. Must be able to work independently and effectively respond to difficult situations. Must maintain effective relationships with staff, patrons, and participants and have good leadership and supervisory skills.

**Qualifications:**

Recreation Assistant must have experience in creating flyers, creating and maintaining spreadsheets, and providing excellent customer service.

**To Apply:** Send Resume to or apply with:

Michelle Gross De La Hoya  
Granada Hills Recreation Center  
16730 Chatsworth St. Granada Hills, CA 91344  
Email: [Michelle.gross@lacity.org](mailto:Michelle.gross@lacity.org)

**Last Day to Apply:** **February 13, 2020** or until position is filled.