

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

LANARK RECREATION CENTER

21816 Lanark St.
Canoga Park, CA 91304
(818) 883-1503

RECREATION ASSISTANT

Available Hours: 4-20 hours

Description of Duties: To assist in general office procedures such as activity registration, permits, timekeeping, job orders, and record keeping. Able to assist in organizing sports and classes, setting up and carrying out planned programs. Able to manage the Rec Trac registration system to assist patrons. Able to adapt to changes as facility programs evolve.

Hours: Days and times may vary.

Qualifications: Able to assist in upkeep of rosters, schedules, and assignments. Must be able to interact with children and adults in a positive, professional manner; able to communicate with parents and staff.

To Apply: Send resume to or apply with:

Jeremy Aldridge
21816 Lanark St.
Canoga Park, CA 91304
(818) 883-1503

Email: Jeremy.aldridge@lacity.org

Last Day to Apply: Until position is filled.