



City of Los Angeles Department of Recreation and Parks

## **Palisades Recreation Center**

851 Alma Real Drive Pacific Palisades CA 90272 (310) 454-1412

### **Park Activity Monitor**

Salary: \$22.68 hourly

*(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)*

Hours: Approx.15-20 hours weekly; Fridays 4:00pm-8:00pm, Weekends 10:00am-3:00pm

(Additional Days and hours to be added as needed)

#### **Job Location**

Palisades Recreation Center & Potrero Canyon

#### **Job Description**

Park Activity Monitor is a part-time position. Park Activity Monitors are responsible for overseeing entities that have been issued picnic permits, tennis permits, youth and adult sports permit groups, dogs off leash, identify and report unruly park goers, identify groups conducting events without permits and monitor/call parking enforcement when patrons illegally park. Park Activity Monitors are responsible for reporting any needed job orders to the Park Director

#### **Job Activities:** Permit enforcement which may include

- Ensuring restrictions are being followed
- Foreseeing safety issues or unusual conditions
- Preventing damage by users
- Provide gate monitoring
- Conferring with event organizers, city personnel and other monitors
- Responding to questions pertaining to park property and use
- Liaison between event personnel, park patrons, and other city employees
- Inspecting and determining acceptability of completed work after activities
- Completing in detail all reports and timesheets

#### **Required Skills**

Candidates must be professional, courteous, dependable, punctual, and customer service-focused. Must possess excellent written and oral communication skills, multi-task and work with large groups. Monitors must be able to work independently with little or no direct supervision.

#### **Qualifications**

- Candidates must be at least 18 years of age
- A valid California Class C driver's license
- Must have reliable personal transportation
- Ability to physically function in severe working conditions outdoors
- Ability to hear, stand, and walk for extended periods of time

#### **How to Apply**

Submit a resume to: Jasmine Dowlatshahi [Jasmine.dowl@lacity.org](mailto:Jasmine.dowl@lacity.org)

**Deadline:** May 25, 2023

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: [https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)