

City of Los Angeles • Department of Recreation and Parks

RIO DE LOS ANGELES STATE PARK

1900 N. San Fernando Road, Los Angeles, CA 90065

Phone: (323) 276-3015

Fax: (323) 224-2102

Recreation Assistant (6 positions)

Available Hours:

0 - 20 weekly as needed to fill in staff absences or assist with special events and as needed for summer camp and recreation programs. Shifts will vary anytime between 7:00 am to 10:30 pm.

Description of Duties:

Staff will be asked to cover the office, collect payments, process registrations, answer phones, monitor field permits, assist with classes, camp and field set up. Staff are expected to follow ALL COVID protocols, including, but are not limited to, getting weekly COVID testing and wearing a face covering/mask and gloves at all times during work shifts.

Qualifications:

Office skills such as filing, sorting and organizing. Good customer service and strong communication skills. Bilingual in Spanish is preferred. Knowledge and experience with permit processing and cash handling. Experience with use of the RecTrac is preferred. Experience working in camp and classroom settings is preferred. Must be physically able to participate in all camp activities including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.

To Apply:

Send resume to: Ramon Bernal at ramon.bernal@lacity.org
"Recreation Assistant" in the subject line.

Last Day to Apply:

April 29, 2022