City of Los Angeles Department of Recreation and Parks

RECREATION ASSISTANT
Muni Sports - Various locations
(2 positions)

6911 Laurelgrove Avenue 3900 Chevy Chase
North Hollywood, CA 91605 Los Angeles, CA 90039
(818) 765-0284 (818) 246-5613

Available Hours:
Hours vary. Monday through Sunday anytime between the hours of 7:30 A.M. to 10:30 P.M.

Job Description: Under the general supervision of Full-Time Staff, the Recreation Assistant:

- Will spend the majority of his/her time working on fields and field issues, plus working some nights as needed
- Will be preparing fields for general use (including but not limited to: dragging fields, filling-in dirt, lining fields, installing bases, general field maintenance)
- Working on more intensive field issues (including but not limited to: making, installing and replacing base anchors, installing [or assisting in installing] pitching rubbers, and home plates, raking, shoveling, sweeping, watering, etc.), and general complex management, maintenance, and rule enforcement

Duties and Qualifications:

- Move, carry and set-up sports equipment, and other supplies as needed (including wheel barrels, large bags of chalk, bases and base anchors, etc.)
- Lift 50 pounds on a regular basis, and up to 80 pounds occasionally
- Walk, lift, carry and stand for long periods of time
- Enthusiastic, polite, strong customer service skills
- Responsible, reliable and professional
- Enforce and support City policy, procedure, guidelines, rules and trainings
- Multi-task and work as part of a team
- Self-motivate and work independently
- Strong organizational skills
- Current California Driver’s License
- Recreation and Parks van training preferred

To Apply:
Email Resume to: Valley Municipal Sports Office
6911 Laurelgrove Avenue
North Hollywood, CA 91605
(818) 765-0284
Attn: John Knight and Daniel Hernandez