



CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

GRANADA HILLS RECREATION CENTER

16730 Chatsworth St. Granada Hills, CA 91344

(818) 363-3556

Granadahills.recreationcenter@lacity.org



RECREATION ASSISTANT

Available Hours

0 - 20 hours/week; various weekdays, 4:00 p.m. – 9:00 p.m.,
Saturdays 8:00 a.m. – 5:00 p.m.; hours may vary depending on needs of program

Description of Duties

Under general supervision of full time staff, Recreation Assistant coordinates large youth sports program – baseball and softball, volleyball, basketball, soccer and other various sports. This includes, but is not limited to, creating game schedules, flyers, spreadsheets, and inputting team rosters. Staff would be completing general office duties such as answering phones, collecting payments and other office assignments. 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. Must be available on weekends.

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

Last Day to Apply: July 16, 2021