

City of Los Angeles Department of Recreation and Parks
Cheviot Hills Recreation Center
2551 Motor Avenue, Los Angeles, CA 90064
310-837-5186 office
cheviotills.recreationcenter@lacity.org

**DRAMA PROGRAM
RECREATION ASSISTANT**

Positions Available:

2

Available Hours: Thursday afternoons Improv and Acting classes and activities from 3:00-5:00pm; this shift is available Year Round.

Job Description: Create a program teaching kids Improv and acting skills that will eventually culminate into an annual showcase of the kids acting talents.

Duties Performed:

- Watch participants
- Teach Games/ Participate in playing.
- Help patrons on Rec Trac and taking registration
- Set up/ Take down activities
- Assist with the needs of the center and its programs.
- Close up in program

Qualifications:

- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time and ready to work
- Be google proficient

Experience and Education:

- Acting
- Improv
- Clerical duties
- Program planning

Due Date: August 2, 2021

To Apply:
Email resume to: kirstin.zullo@lacity.org