

City of Los Angeles
Department of Recreation and Parks
St. Andrews Recreation Center
8701 St. Andrews Place
Los Angeles, CA 90003
213-485-1751

RECREATION ASSISTANT

Available Hours: Up to 20 hours per week

Job Description: Working with youth between the ages of 5-15; assisting with all year around activities including sports and cultural programs. Ability to coordinate activities with knowledge of sports, arts and crafts, coaching and perform cultural activities for youth.

Qualifications: Working with children and adults, easily motivated and energetic, exercise good judgement, courteous, good customer service skills, computer knowledge, self-starter, needs minimal supervision, able to work will with other employees, dependable and have basic computer skills.

To Apply:

Email resumes to: Wesley King or Tamara Williams
St. Andrews Recreation Center
8701 St. Andrews Place
Los Angeles, CA 90047
Phone: (213) 847-1751
wesley.king@lacity.org
tamara.williams@lacity.org

Last Day to Apply: October 18, 2021

City of Los Angeles
Department of Recreation and Parks
FACILITY ROSTER

Facility Name St. Andrews Recreation Center
 Facility Address 8701 St. Andrews Place, Los Angeles, CA 90047
 Facility Phone Number 213-485-1751
 Facility Fax Number _____

EMPLOYEE'S NAME	Anniversary Date mm/dd/yy	TOTAL HOURS <i>Add first and second service years</i>	FIRST SERVICE YEAR HOURS	SECOND SERVICE YEAR HOURS	THIRD SERVICE YEAR HOURS <i>Don't include in total hrs. for qualifying purposes only</i>
600 or MORE					
<i>EXAMPLE: John Doe</i>	<i>5/15/2010</i>				
Rosborough, Johnnie	6/21/2015	1,210	965	245	478.5
White, Jerald	6/24/2018	1321	790	531	0
Allen, Cecilia	6/21/2015	1,137	379	758.5	197.7
Green, Shannelle	6/15/2014	1258.5	553.5	705	327
599 or LESS					
<i>EXAMPLE: Jane Doe</i>	<i>3/19/2015</i>				
Morton, Marlin	7/29/2018	243.50	125	118.5	0
Martin, Johnny	5/5/2004	693	170	523	511
SEASONAL					
<i>EXAMPLE: Joe Smith</i>	<i>11/7/2014</i>	<i>0</i>			
Houston, Sharon	6/10/2016	661.5	250.5	411	244
Johnson, Daniel	7/20/2016	242	52	190	197

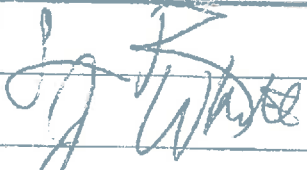

City of Los Angeles
DEPARTMENT OF RECREATION AND PARKS

RECREATION ASSISTANT DECLINATION FORM
(For current Recreation Assistants with 500 or more hours within the facility ONLY)

Facility: St Andrews Recreation Center

Description of Duties: Working with youth between 5-15 assisting in year around recreation activities

Schedule Being Offered: 0-20 hours as needed **Date:** 9/7/2021

Name	I decline the hours offered above (Signature)	I accept the hours offered above (Signature)
Johnnie Rosborough	 please see attached	
Jerald White		
Cecilia Allen		
Shannelle Green		

9/15/21, 8:27 AM

City of Los Angeles Mail - Hours



Wesley King <wesley.king@lacity.org>

Hours

Cecilia Allen <ceciliamarieallen@hotmail.com>
To: Wesley King <wesley.king@lacity.org>

Tue, Aug 31, 2021 at 12:28 PM

I decline the hours offered to the two recreation assistant positions offered at St Andrews

Cecilia Allen
323-506-2670

21-135 (10042021kjb)