

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION & PARKS  
CANOGA PARK SENIOR CITIZEN CENTER  
7326 Jordan Ave.  
Canoga Park, CA 91303  
(818)340-2633

## Recreation Assistant

### Available Hours

Up to 20 hours a week  
Monday-Thursday; mornings 8:30am to 12:30pm or as needed  
Hours will vary based on needs of the facility

### Description Of Duties

Responsible for teaching/leading various classes  
Communicate with patrons, community, and staff in an effective manner  
Assist with special events & activities including Senior Club and Pantry Operations  
Set up and maintain planned programs for patrons 50+  
Help with chairs, tables, and BINGO set up

### Qualifications

At least 1 year experience in teaching class and/or working with patrons 50+ preferred  
Office and computer experience required-Excel, Word, email, etc.  
Able to lift 50+lbs. for setups and break downs of tables and chairs for activities  
Available to walk carry donations and pantry items for patrons  
Planning and organizing skills required  
Must abide by City health and wellness protocols  
Be punctual, motivated, and professional

**To Apply** Please send or email resume to:

CANOGA PARK SENIOR CITIZEN CENTER  
Attn: Kari Haseltine  
7326 Jordan Ave., Canoga Park, CA 91303

or email to [Karin.haseltine@lacity.org](mailto:Karin.haseltine@lacity.org)

**Last Day to Apply:** December 24, 2021