



**CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS**  
**WOODLAND HILLS RECREATION CENTER**  
5858 Shoup Ave. Woodland Hills, CA 91367  
(818) 883-9370

## **RECREATION ASSISTANT**

**Available Hours:** Up to 20 hours

**Description of Duties:** To assist in general office procedures such as activity registrations, permits, timekeeping, job orders, record keeping, budgeting, graphic art and marketing. Assist in organizing sports and classes, setting up and carrying out planned programs. Manage the RecTrac registration program in assisting patrons. Able to adapt to changes as facility programs evolve.

**Hours:** Days and times may vary- to be determined

**Qualifications:** Able to assist in upkeep of rosters, schedules, assignments recreational reports, graphic art and marketing. Knowledge in developing and marketing programs. Ability to interact with children and adults in a positive manner and able to communicate with parents and staff.

**To Apply:** Send resume to or apply with:

Lee Marks/Kennedy Kimbell  
5858 Shoup Ave., Woodland Hills, CA 91367

**Last Day to Apply:** January 13, 2022.