



CITY OF LOS ANGELES | DEPARTMENT OF RECREATION AND PARKS

STONER RECREATION CENTER

1835 STONER AVE., LA CA, 90025
(310) 479-7200 | rap.stonerrc@lacity.org



Position: Recreation Assistant - Office

Available Hours: 0-20 hours per week
Various Shifts 7 days a week
Hours are not guaranteed and based on program needs

Job Description: Seeking motivated candidates who can help out in the office, conduct health screenings, and provide general assistance to patrons in-person, over the phone, or by email as well as help patrons register using the city registration system.

Duties Performed:

- Interact with patrons (i.e. answering questions, provide information, enroll in programs)
- Answer phone calls and emails, take messages, and return correspondences
- Take payments and issue receipts
- Inventory office supplies and submit supply requests
- Monitor skate park and tennis courts

Qualifications:

- Ability to exercise good judgment, courtesy, and tact with staff and public
- Ability to communicate clearly and concisely, orally and in writing
- Computer literate and knowledge of MS Office and Google Suite
- Be on time and ready to work

Due Date: May 4, 2022

To Apply: Email resume to: patrick.russell@lacity.org