

**CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS**  
**Sherman Oaks East Valley Adult Center**

5056 Van Nuys Blvd.  
Sherman Oaks, CA 91403  
(818) 386-9674

**Recreation Assistant**

**Positions Available:** 3

**Available Hours:** Up to 15 hours per week; mostly nights and weekends. Some days may be available

**Description of Duties:**

Responsible for opening and closing the facility. Setting up for activities and permit groups. Responsible for ensuring all groups following City of LA COVID protocols. Answer phone calls. Greet patrons.

**Qualifications:**

- At least 18 years of age
- A current Red Cross CPR and First Aid Card. (training will be provided if needed)

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

Kelci Verdugo  
**Sherman Oaks East Valley Adult Center**  
5056 Van Nuys Blvd.  
Sherman Oaks, CA 91403  
(818) 386-9674  
Kelci.verdugo@lacity.org

**Last Day to Apply:** May 10, 2022