

City of Los Angeles · Department of Recreation and Parks  
**Highland Park Senior Citizen Center**  
6152 Figueroa St LA, CA 90042 Office: 323-256-6867

## RECREATION ASSISTANT

### AVAILABLE POSITIONS: 2

### AVAILABLE HOURS:

Up to 4 hours per week Monday and Wednesday. Some days and hours may vary depending on program needs.

### DESCRIPTION OF DUTIES:

- Plan, facilitate, and implement fitness classes for mature adults.
- Prepare communications, such as emails and flyers.
- Scheduling and conducting site walkthroughs for rental groups.
- Assist in daily facility set up and maintenance of facility including calling in job orders.
- Responsible for maintenance and up keep of exercise equipment.
- Navigate RecTrac systems.
- Learn and apply specific laws, rules, policies, regulations, and procedures set by CAL/OSHA, Department of Health, and City of Los Angeles.

### QUALIFICATIONS:

- Excellent customer service skills and desire to work public.
- Ability to work under minimum supervision.
- Strong knowledge exercise science and Gerontology.

In accordance with the City Ordinance 187134, all future employees are to be fully vaccinated against COVID-19.

### HOW TO APPLY: Please submit a resume (e-mail ONLY) to the following:

**Wayne Jong**, Recreation Coordinator

[wayne.jong@lacity.org](mailto:wayne.jong@lacity.org)

Office: 323-256-6867

**LAST DAY TO APPLY: May 12, 2022**