

City of Los Angeles Department of Recreation and Parks
HOLLYWOOD RECREATION CENTER
1122 Cole Ave., Hollywood CA 90038; 323-467-6847

RECREATION ASSISTANT – General Position

Job Description: Under the general supervision of the full-time staff, the Recreation Assistant will provide support to Full-Time Staff and perform duties related to park operations and procedures as well as assist with park programs, classes, office etc..

Available Positions: 0-6

Available Hours: 0-20 hours/week. Beginning 9/1/2022

- Hours will vary, Monday-Friday, 9:00am-9:30pm
- Hours are based on enrollment, budget, RAP policy and staff availability
- Applicants must be able to work the dates and times listed

Duties and Qualifications:

- Must have strong skills in communication and customer service, while being proficient in Rectrac and the overall registration process and proper money handling
- Process basic indoor/outdoor permits, file paperwork, answer phones and perform other park operations related duties, such as submitting job orders, writing/initializing special occurrences, other portions of reports as needed
- Work and/or assist with special events, receive packages, notify full time staff of any/all issues, concerns or pertinent information regarding the recreation center/park
- Must be timely and familiar with opening a facility as well as closing/securing facilities and overall procedures, e.g. securing main office, equipment bins, ball diamonds, pool building and all restrooms
- Often, job will require employee to step in and cover a multitude of different facets of park operations and programs: classes, clinics, etc... Necessary to be able to cover a few areas, not all but more than one
- Lastly, it is a bonus to have some knowledge in the rules, regulations and field set-up for our fall sports, Baseball, Softball and Soccer
- Multilingual a plus as Hollywood Rec serves many cultures

To Apply: Send Resume to:
Kennedy.Kimbell@lacity.org
Subject Line: General Fall Position
Hollywood Recreation Center
1122 Cole Ave.
Los Angeles, CA 90038
323-467-6847
Hollywood.recreationcenter@lacity.org

Last Day to Apply: September 29, 2022