Rustic Canyon Recreation Center

601 Latimer Road,
Santa Monica, CA 90402
1-310-454-5734

Recreation Assistant
Office
Multiple Positions

Available Hours: Up to 10+ hours per week
Various shifts Monday-Friday, 9:00am-9:00pm, and Saturday-Sunday
9:00am-5:00pm
Hours are not guaranteed.

Job Description: Be knowledgeable of all park information to better assist patrons with various
questions in person, over the phone, and via email. Keep the office clean and organized. Enforce
park policies. Supervise tennis courts, picnic permittees and maintain overall cleanliness of the
picnic area.

Responsibilities:
▪ Quality customer service.
▪ Have a reliable form of transportation.
▪ Answer questions over the phone, in person, and via email.
▪ Register patrons for various classes through our RecTrac system.
▪ Keep the office clean and organized.
▪ Communicate efficiently with co-workers and Facility Director.
▪ Must agree to follow ALL COVID protocols, must wear a face covering/mask at all times
during work shift.

Qualifications:
▪ Experience working with a variety of personalities.
▪ Strong customer service and communication skills are preferred.
▪ Work independently, as well as collaboratively, as needed.
▪ Ability to problem solve and communicate effectively with patrons, co-workers, and facility
director.
▪ Ability to be flexible to last minute changes.
▪ Willingness to follow directions, be on time, and be reliable.

To Apply:

E-mail your resume to: rusticcanyon.rc@lacity.org.

Last Day to Apply: December 2, 2022