

City of Los Angeles Department of Recreation and Parks
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