

Westchester Senior Center

8740 Lincoln Blvd Los Angeles, CA 90045

RECREATION ASSISTANT

AVAILABLE HOURS:

- 0-20 hours/week (Hours may vary depending on facility need.)
- Monday to Friday : 9:00 am - 5:00 pm
- Saturday: 9:00 am - 3:00 pm (Occasional)

JOB DESCRIPTION:

Works closely with center's full-time staff to help coordinate, implement classes, programs and / or special events. The Recreation Assistant performs various duties in order to assure a pleasant, safe, and welcoming environment. Help maintain the organization of the facility and best represent the Department of Recreation & Parks at all times. Recreation Assistants must conduct themselves professionally with program participants, park patrons and other department staff.

DUTIES PERFORMED:

- Teach activities and classes as assigned, prepare materials for classes and events, as needed.
- Assist in the organization and implementation of special events, programs and / or meetings, as needed.
- Help maintain a clean and safe work environment.
- Provide excellent customer service.
- Set up room & break down room for events, classes, and programs, as needed.
- Assist in creating and distributing marketing materials (flyers, banners, etc.).
- Adhere to City and Departmental policies and procedures.
- Perform related duties as requested by Facility Director or Recreation Coordinator, as needed.

QUALIFICATIONS:

- Must have experience working with 55+ / older adults.
- Must have working knowledge on developing classes.
- Must be able to follow City and Departmental policies and procedures in maintaining accurate registration.
- Excellent and effective communication skills.
- Ability to teach classes (music, art, fitness, dance or other classes).
- Establish and maintain effective working relationships with patrons, public, and staff.
- Knowledge on creating flyers, banners and/or marketing materials is a plus.

TO APPLY:

- Email resume to: Mychal.lynch@lacity.org

LAST DAY TO APPLY: FEBRUARY 22ND, 2023