

City of Los Angeles Department of Recreation & Parks
Campo de Cahuenga – Historical Site
3919 Lankershim Blvd, Studio City, CA 91604
Contact: 213.645.4121

RECREATION ASSISTANT

FACILITY OPERATIONS: Facility hours and days may vary, but are currently Thursday and Friday from 10:00 am-2:00p.m., excluding City holidays. Day may be extended to Saturday.

FACILITY PROGRAMS: Activities vary by day and include, but are not limited to; facility oversight, recreational/cultural classes and special events of a historical nature, and special events and tours in coordination with the Campo Historical Memorial Association.

AVAILABLE HOURS: Approximately 10-20 hours per week, subject to operational demands, including but not limited to programming activities and special events. Candidates must be available to work beginning August 2023. Candidates must be able to attend any mandatory trainings or meetings.

AVAILABILITY: Candidates must be available Thursday, Friday and Saturdays as well as Special Event(s) scheduled.

DESCRIPTION OF DUTIES: The Recreation Assistant will be responsible for properly opening and closing the facility, oversee daily activities, and work directly with the Facility Director. The Recreation Assistant must have good customer service skills in addressing program participants, patrons, and RAP staff. They must display appropriate dress, speech, work-ethic and attitude. They must ensure that all rooms and areas are clean, organized and safe. Candidates should have the ability to follow direction, but also possess the initiative necessary to independently complete daily tasks and duties without instruction. Such responsibilities may include additional duties assigned by the Facility Director.

DUTIES INCLUDE BUT ARE NOT LIMITED TO: Attending all planned program trainings and meetings, communicating effectively with patrons, volunteers and staff, the ability to effectively communicate orally and in writing, and providing a safe and positive experience for Campo visitors, program participants, and event attendees. Lifting between 5-20 lbs. is required to conduct such activities, room set-up and assisting in program activities which may require lifting.

QUALIFICATIONS: Excellent writing and communication skills. Must be punctual and reliable, possess initiative, and conduct assigned duties effectively and responsibly. May be asked to multi-task and work under minimal supervision and instruction. Knowledge in Microsoft Word, Excel, and Publisher is desired. Interest in California and Los Angeles history is desired, but not required.

Reports To: Miranda McCord, Facility Director

LAST DAY TO APPLY: May 26, 2023.

Send resumes to: Marianda.Mccord@lacity.org

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at: https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf