

City of Los Angeles Department of Recreation and Parks  
**Anderson Memorial Senior Citizen Center**  
828 South Mesa Street, Los Angeles, California 90731  
310.548.7596

**RECREATION ASSISTANT**  
(2 positions available)

**Available Hours:** 0-10 hours per week; various shifts and duties. Must be available Monday through Saturday, 9:00 a.m. to 5:00 p.m. Hours may vary depending on the needs of the program, hours are not guaranteed and based on quarterly enrollment

**Job Description:** worker will create classes for seniors (for example: sewing, knitting, crochet, piano exercise, Sports (pickleball, badminton and table tennis) dance and etc. Activities may be conducted outdoors or indoors.

**Duties Performed:**

- Create, organize and implement classes and exercise lesson.
- Valid California driver's license and Los Angeles City van trained.
- Set-up, break-down, & sanitize areas and equipment. May include lifting / carrying up to 20 pounds and setting up activities, tables and chairs for seniors.
- Participates in all classes when as a substitute instructor.
- Manage Bingo activity
- Learn to take payments and office duties.
- Aids, conduct or lead in the execution of special events, classes, themes, activities and etc.
- Establish and maintain effective working relationships with participants, the public, staff, director and other agencies on the phone and in person.
- Adheres to City and departmental policies and procedures; performs related duties as required
- Other assigned duties as assigned by Director (ex: organize registration binder, sport related office work, registration, payments, errands, and etc.)
- Show up **on time, prepared and reliable**, able to **follow directions**

**Qualifications:**

- Exercise good judgment, courtesy, and tact with director, coordinator, participants, staff and public
- Communicate clearly and concisely, orally and in writing
- Utilize quality customer service skills and techniques
- Ability to participate in all activities, and be exposed to sun

**Experience and Education:**

- One to two years of experience working with adults preferred.

**To Apply:**

Email resume to: [hua.ling@lacity.org](mailto:hua.ling@lacity.org)

Must include: **APPLY for Recreation Assistant** in subject line

**Last Day to Apply:**

June 10, 2023

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](https://clkrep.lacity.org/online/docs/2021/21-0921_ord_187134_8-24-21.pdf)