



DEPARTMENT OF RECREATION & PARKS

Eagle Rock Recreation Center
1100 Eagle Vista Drive, Los Angeles, CA 90041
(323) 257 – 6948

RECREATION ASSISTANT- Five Positions Available

AVAILABLE HOURS: 4-30 hours / week. Hours may vary depending on program needs and staff availability. Hours may include days, nights, weekends, holidays and emergency shift coverage. More hours may become available during winter and summer camps.

DESCRIPTION OF DUTIES:

Performance of a variety of park duties including OFFICE - clerical duties such as typing, filing, answering phones, Greet visitors, relay messages, assist with registration of patrons, provide information regarding programs and activities, record keeping, compiling data and any other tasks that may be necessary to keep the park office running smoothly. SPORTS - planning and running of park sports leagues, player performance evaluations, drafting players, teaching skill clinics & workshops, ordering of uniforms and other tasks which may be required to keep sports programs running smoothly. Officiating sports, willingness to learn. ASC - daily supervision of youth ages 6- 12 years in an after school club setting and organizing and running various activities which may include daily homework tutoring and assistance, physical activity workshops. Creativity is a big plus!

QUALIFICATIONS:

- Must be skilled and trained in the area mentioned above.
- Must be able to teach a variety of ages and skill levels and be able to plan, organize and lead classes and activities in a proficient manner.
- Must be able to employ methods that ensure the safety of all participants and have a kind and nurturing manner and be able to inspire and motivate students.
- Must have an ability to establish and maintain an effective professional relationship with students, the public, community groups, staff and other relevant agencies.
- Must be punctual and reliable.
- Must adhere to and apply Recreation and Parks policies and procedures daily.

TO APPLY:

Send Resume to or apply with:
Lupe Zamora
1100 Eagle Vista Drive, Los Angeles, CA 90041
(323) 257-6948
eaglerock.recreationcenter@lacity.org

LAST DAY TO APPLY: June 29, 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