

CITY OF LOS ANGELES
DEPARTMENT OF RECREATION & PARKS
CANOGA PARK SENIOR CITIZEN CENTER
7326 Jordan Ave.
Canoga Park, CA 91303
(818)340-2633

Recreation Assistant

Available Hours

Up to 20 hours a week, Floating shift as needed
Monday-Thursday; afternoons preferable; 12:30pm to 4:30pm or as needed
Hours will vary based on needs of the facility

Description Of Duties

Responsible for teaching/leading various classes
Communicate with patrons, community, and staff in an effective manner
Assist with special events & activities including Senior Club and Pantry Operations
Set up and maintain planned programs for patrons 50+
Help with chairs, tables, and BINGO set up

Qualifications

Preferably have 1 year+ experience in teaching class and/or working with patrons 50+
Office and computer experience -Excel, Word, email, etc.
Ability to lift 50+lbs. for setups and break downs of tables and chairs for activities
Available to walk/carry donations and pantry items for patrons
Planning and organizing skills required
Must abide by City health and wellness protocols
Be punctual, motivated, and professional

To Apply

Please send or email resume to:

CANOGA PARK SENIOR CITIZEN CENTER
Attn: Kari Haseltine
7326 Jordan Ave., Canoga Park, CA 91303
or email to Karin.haseltine@lacity.org

Last Day to Apply: October 12, 2023 (Extended)

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/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf