Available Hours: 0-20 hours per week, various shifts and duties
Must be available Monday through Saturday, 9:00 a.m. to 5:00 p.m.
Schedule may vary according to program schedule and demand.

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.
● 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
● Set up and maintain planned programs for patrons 50+

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 Send Resume To: Francisco Cerritos, Acting Recreation Facility Director

Email: Francisco.Cerritos@lacity.org
Last Day to Apply: January 10th, 2024

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