

City of Los Angeles -Department of Recreation and Parks
BOYLE HEIGHTS SENIOR CITIZEN CENTER

2839 E. 3rd St. Los Angeles, CA 90023
(323) 264-5757
boyleheights.senior.center@lacity.org

Recreation Assistant 3 position available

Available Hours / Days:

- 9:00 am – 1:00 pm / Mondays – Fridays
- 1:00 pm - 5:00 pm / Mondays – Fridays
- 0 to 20 hour per week
- Days and hours will vary based on program needs and the number participants enrolled in the programs.

Qualifications:

Must have knowledge and experience working with older adult's age 50+, must have good leadership and supervisory skills, be able to communicate and develop a good rapport with the community, work independently and enjoy working with older adults.

Duties include but are not limited to:

- Plan and oversee the daily activities of Senior Service's programs; create, organize and implement classes and exercise lessons (sewing, knitting, crochet, piano, dance etc.)
- Mange Bingo activity
- Analyze trends
- Office duties: Knowledge of handling receipts, registration, organize office, and office binders, excel sheets and other assigned duties by Director.
- Implement policies and procedures.
- Participate in all trainings
- Organize and execute senior activities which includes setting up and break down of activities and may be required to lift and move equipment over 20 pounds. Sanitize areas and equipment.
- Develop arts and crafts classes, exercise and dance activities
- Will be required to participate in all excursions
- Address concerns and problems.
- Communicate professionally with other staff, and the public.
- Perform related duties as assigned
- Must be friendly, responsible, and reliable.

To Apply: Send resume to or apply with:
Mireya Garcia, Recreation Facility Director
Mireya.Garcia@lacity.org

2839 E. 3rd St. Los Angeles, CA 90023
(323) 264-5757

Last Day to Apply: January 4th, 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/online/docs/2021/21-0921_ord_187134_8-24-21.pdf