

City of Los Angeles Department of Recreation and Parks  
**Rustic Canyon Recreation Center**  
601 Latimer Road,  
Santa Monica, CA 90402  
1- 310-454-5734

## Recreation Assistant Office Multiple Positions

**Available Hours:** Up to 10+ hours per week

Various shifts Monday-Friday, 9:00am-9:00pm, and Saturday-Sunday 9:00am-5:00pm.

Hours are not guaranteed.

**Job Description:** Be knowledgeable of all park information to better assist patrons with various questions in person, over the phone, and via email. Keep the office clean and organized. Enforce park policies. Supervise tennis courts, picnic permittees and maintain overall cleanliness of the picnic area.

### **Responsibilities:**

- Quality customer service.
- Have a reliable form of transportation.
- Answer questions over the phone, in person, and via email.
- Register patrons for various classes through our RecTrac system.
- Keep the office clean and organized.
- Communicate efficiently with co-workers and Facility Director.

### **Qualifications:**

- Experience working with a variety of personalities.
- Strong customer service and communication skills are preferred.
- Work independently, as well as collaboratively, as needed.
- Ability to problem solve and communicate effectively with patrons, co-workers, and facility director.
- Ability to be flexible to last minute changes.
- Willingness to follow directions, be on time, and be reliable.

**Last Day to Apply: January 5<sup>th</sup>, 2024**

E-mail your resume to: [rusticcanyon.rc@lacity.org](mailto:rusticcanyon.rc@lacity.org).

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