

City of Los Angeles Department of Recreation and Parks
Municipal Sports Field Preparation
Valley Municipal Sports Office (assigned to various
locations as assigned for leagues, fields work, etc.)
6911 Laurelgrove Avenue
North Hollywood, CA 91605
(818) 765-0284

RECREATION ASSISTANT

Available Hours:

Hours vary. Monday through Sunday anytime between the hours of 7:30 A.M. to 10:30 P.M.

Job Description: Under the general supervision of Full-Time Staff, the Recreation Assistant: will spend the **majority** or his/her time working on fields and field issues, plus working some nights as needed. He or she will be preparing fields for general use (including but not limited to: dragging fields, filling-in dirt, lining fields, installing bases, general field maintenance) and working on **more intensive field issues** (including but not limited to: making, installing and replacing base anchors, installing [or assisting in installing] pitching rubbers, and home plates, raking, shoveling, sweeping, watering, etc.), and general complex management, maintenance (including occasional restroom clean-up), and rule enforcement.

Duties and Qualifications:

- Ability to move, carry and set-up sports equipment, and other supplies as needed (including wheel barrels, large bags of chalk, bases and base anchors, etc.)
- Ability to lift 50 pounds on a regular basis, and up to 80 pounds occasionally
- Ability to walk, lift, carry and stand for long periods of time
- Enthusiastic, polite, strong customer service skills
- Responsible, reliable and professional
- Strong and hardworking, excellent work ethic
- Ability to enforce and support City policy, procedure, guidelines, rules and trainings
- Ability to multi-task and work as part of a team
- Ability to self-motivate and work independently
- Possess strong organizational skills
- Current California Driver's License
- Recreation and Parks van training preferred

To Apply:

Send Resume:

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6911 Laurelgrove Avenue
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(818) 765-0284
Attn: John Knight

Last Day to Apply: February 26, 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