



City of Los Angeles Department of Recreation & Parks
Ahmanson Senior Center
3990 South Bill Robertson Lane
Los Angeles, CA 90037
Office: 213.763.0114 ext. 254, Fax: 213.763.3117

RECREATION ASSISTANT (Senior Center)

AVAILABLE HOURS: 0 to 10 Hours on Monday & Wednesday 8:00am-4:00pm.
(Hours may vary depending on the needs of the program).

Description of Duties:

- Assist the Recreation Coordinator and Facility Director with additional program needs such as contacting patrons, collecting payments, office coverage, submitting documents, instructing classes, special events and distributing supplies.
- Set-up and breakdown supply and equipment for the programs including but not limited to leading/monitoring/organizing equipment, chairs/tables, moving objects (up to 50 pounds)
- Attendance and participation in senior center special events as necessary planning the events, during the events and cleaning up accordingly. This would also include local day trips.

Qualifications:

- Must be 18 years or older.
- Ability to be professional, and possess good work ethic.
- Hold a good driving record to be city van trained to transport both patrons and staff.
- Excellent and effective communication skills with staff and patrons.
- Must be available during hours listed.
- Candidates are specifically chosen for their ability and desire to work in a recreation environment with adults ages 50 and up.
- Experience working with adults ages 50 and up is preferred, but not required.
- Current adult CPR and AED is a plus.

To Apply, Please Send Your Resume:

Email to Laronica.Southerland@lacity.org

Subject: Ahmanson Senior Center RA: New Application

Last day to Apply: September 9th, 2024