

City of Los Angeles Department of Recreation and Parks
HOLLYWOOD RECREATION CENTER
1122 Cole Ave., Hollywood CA 90038; 323-467-6847

RECREATION ASSISTANT – General Position

Job Description: Under the general supervision of the full-time staff, the Recreation Assistant will provide support to Full-Time Staff and perform duties related to park operations and procedures as well as assist with park programs, classes, office etc.

Available Positions: 0-6

Available Hours: 0-20 hours/week.

- Hours will vary, Monday - Saturday, 7:30am -8:30pm
- Hours are based on enrollment, budget, RAP policy and staff availability
- Applicants must be able to work the dates and times listed

Duties and Qualifications:

- Strong skills in communication and customer service is a must
- Process basic indoor/outdoor permits, file paperwork, answer phones and perform other park operations related duties, such as submitting job orders, writing/initializing special occurrences, other portions of reports as needed
- Work and/or assist with special events, receive packages, notify full time staff of any/all issues, concerns or pertinent information regarding the recreation center/park
- Must be timely and familiar with opening a facility as well as closing/securing facilities and overall procedures, e.g. securing main office, equipment bins, ball diamonds, pool building and all restrooms
- Often, job will require employee to step in and cover a multitude of different facets of park operations and programs: classes, clinics, etc... Necessary to be able to cover a few areas, not all but more than one
- Have understanding and willingness to teach knowledge in the rules, regulations and perform field set-up for sports
- Must participate in all program activities including walking and standing for long periods of time, squatting, kneeling, and lifting/carrying at least 20lbs

To Apply:

Send Resume to:

Eric.Hall@lacity.org

Subject Line: General Recreation Position

Hollywood Recreation Center

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Los Angeles, CA 90038

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Hollywood.recreationcenter@lacity.org

Last Day to Apply: September 2nd, 2024