

City of Los Angeles Department of Recreation and Parks
Lemon Grove RECREATION CENTER
4959 Lemon Grove Ave., Los Angeles CA 90029; 323-666-4144

RECREATION ASSISTANT – General Position

Available Positions: 0-6

Available Hours:

10-20 hours/week. (Hours May Vary)
-Monday-Friday, 9:00am-9:30pm
-Hours are based on enrollment, budget, RAP policy and staff availability
-Applicants must be able to work the dates and times listed

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.

Duties and Qualifications:

- Ability to have a strong skill in communication and customer service, while being proficient in Rectrac and the overall registration process and proper money handling.
- 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.
- Lastly, it is a bonus to have some knowledge in the rules, regulations and field set-up for our fall sports, Baseball, Softball and Soccer.
- Multilingual a plus as Hollywood Rec serves many cultures

To Apply: Send Resume to:

Kennedy.Kimbell@lacity.org
Subject Line: General Fall Position
Lemon Grove Recreation Center
4959 Lemon Grove RC
Los Angeles, CA 90029
323-666-4144

Last Day to Apply: **Thursday, October 3rd, 2024**