

MID-VALLEY SENIOR CITIZEN CENTER

8801 Kester Ave.
Panorama City, CA 91402
818-892-0892

RECREATION ASSISTANT

Available Hours:

0-20 hours per week
(Various shifts)
Monday-Friday, 9:00 a.m. - 5:00 p.m.

Job Description / Duties:

- Greet Adult 50+ and seniors in morning and/or end of the operating hours.
- Setup, breakdown, and cleaning/sanitizing any area that requires attention; ex: canopies, tables, water coolers, and activities.
- Attend to any individual needs of the Adults 50+ and seniors.
- Support the Facility Director in establishing rules and emergency procedures with seniors.
- Other assigned duties as assigned by Recreation Facility Director (ex: preparation of activities, office work, errands, etc.)

Qualifications:

- Experience working with all ages of people from 10-80 years old.
- Ability to problem solve and communicate effectively with the Adults 50+ and seniors, co-workers, and supervisor.
- Ability to participate in most of the activities including walking and standing for long periods and be able to lift/carry at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.

How To Apply

Send resume to:

Ruthie.Escarcega@lacity.org

Last Day to Apply:

Wednesday, February 5th, 2025

City of Los Angeles
DEPARTMENT OF RECREATION AND PARKS

RECREATION ASSISTANT DECLINATION FORM

(For current Recreation Assistants with 600 or more hours within the facility ONLY)

Facility: Mid Valley Senior Citizen Center

Description of Duties: Posting Attached

Schedule Being Offered: Varies between M-F 9:00am - 4:00pm Date: 12-10-2024

Name	I decline the hours offered above (Signature)	I accept the hours offered above (Signature)
Heidi Diaz	<i>Heidi Diaz</i>	
Terrin Dooley	Email Attached	
Shane Dooley	Email Attached	

**City of Los Angeles
Department of Recreation and Parks**

FACILITY ROSTER

Facility Name Mid-Valley Senior Citizen Center
Facility Address 8801 Kester Ave. Panorama City, CA 91402
Facility Phone Number 818-892-0892
Facility Fax Number _____

EMPLOYEE'S NAME	Anniversary Date mm/dd/yy	TOTAL HOURS <i>Add first and second service years</i>	FIRST SERVICE YEAR HOURS	SECOND SERVICE YEAR HOURS	THIRD SERVICE YEAR HOURS <i>Don't include in total hrs; for qualifying purposes only</i>
600 or MORE					
<i>EXAMPLE: John Doe</i>	<i>5/15/2014</i>	<i>608</i>	<i>152</i>	<i>456</i>	<i>641</i>
Heidi Diaz	6/30/04	1882.5	947.5	935	
Terrin Dooley	6/11/12	1165.5	297	868.5	
Shane Dooley	5/24/07	798.1	348.8	449.3	
599 or LESS					
<i>EXAMPLE: Jane Doe</i>	<i>3/19/2019</i>	<i>714</i>	<i>304</i>	<i>410</i>	<i>524</i>
SEASONAL					
<i>EXAMPLE: Joe Smith</i>	<i>11/7/2018</i>	<i>597</i>	<i>243</i>	<i>354</i>	<i>198</i>