

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

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 Hours & Positions:

0-20 hours/week-Beginning 2/10/25

- Hours will 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
- (0-4) Positions Available

Duties and Qualifications:

- Must have strong skills 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 but not limited to: leagues, classes, clinics and camps. Knowledge of rules, regulations, and field setup for our fall sports-Baseball, Softball, and soccer is a valuable skill but not required
- Multilingual skills are preferred but not required as Lemon Grove RC is a diverse community

To Apply:

Send Resume to: *Kennedy.Kimbell@lacity.org*

Subject Line: General Fall Position

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Last Day to Apply: Tuesday, March 18th, 2025