



CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS

Jim Gilliam Senior Center



Recreation Assistant Winter 2024

Available Hours: 0-16 Hours Per Week
(Year Round)
Various shifts Monday-Friday, 10am – 4pm
Hours based on participation

Job Description: Seeking motivated candidates who will work with senior community
Games, activities and special events

Responsibilities:

- Greet seniors
- Group leader - facilitate and supervise recreational activities in senior center.
- Learn/know phone etiquette, meet and greet new and existing members, disburse information
- Setup, breakdown, and cleaning/sanitizing of tables, chairs, counters, floor.
- Will assist with the serving of lunch and preparation/serving of snack.
- Other assigned duties as assigned by Recreation Coordinator and/or Director ex: preparation of crafts, office work, errands.

Qualifications:

- Must have experience working with seniors
- Ability to problem solve and communicate effectively with participants and supervisors.
- Physically able to participate in all activities including walking and standing for long periods of time.
- Ability to follow directions, be on time, and reliable.

Apply and Email resume to: Love Rainey
Recreation Facility Director
love.rainey@lacity.org
(323) 291-5928

Last Day to Apply: Wednesday. March 19th, 2025