



**CITY OF LOS ANGELES - Department of Recreation & Parks**  
**JOB BULLETIN**



**RECREATION ASSISTANT**

**Job Type: Part-Time Salary: \$21.50/hour**

*(The current salary range is subject to change. You may confirm the starting salary before accepting a job offer.)*

**Location: Martin Luther King Jr Recreation Center**

**POSITION OVERVIEW**

The City of Los Angeles Department of Recreation and Parks is seeking enthusiastic and dedicated individuals to join our team as **Recreation Assistants**. This position is ideal for those who enjoy working with the community, organizing recreational activities, and creating a positive environment for residents of all ages.

**Available Hours:** 0-20 hours per week

**KEY RESPONSIBILITIES:**

- Assist in planning, organizing, and leading recreational activities, including sports, arts & crafts, and community events.
- Provide excellent customer service and engage with participants in a positive and inclusive manner.
- Supervise and ensure the safety of program participants at recreation centers, parks, and community events.
- Set up and take down equipment and materials needed for activities and special events.
- Assist with administrative tasks such as maintaining attendance records, handling registrations, and responding to inquiries.
- Ensure that facilities remain clean, safe, and well-maintained.
- Perform other duties as assigned by supervisors.

**QUALIFICATIONS:**

- Must be at least 18 years old.
- High school diploma or equivalent preferred.
- Experience working with children, youth, seniors, or community groups is a plus.
- Ability to communicate effectively and work well in a team environment. ● Strong leadership, problem-solving, and organizational skills.
- Must be able to work evenings, weekends, and holidays as needed.
- Able to lift up to 20lbs

**HOW TO APPLY:** Interested candidates should submit an application to [Jessica.Montano@lacity.org](mailto:Jessica.Montano@lacity.org)

**Applications Deadline:** Friday, April 11<sup>th</sup>, 2025