



CLASS PARKS / TEEN PROGRAM
3900 CHEVY CHASE BOULEVARD
LOS ANGELES, CA 90039
(818) 243-2490



RECREATION ASSISTANT - SPECIAL EVENTS

POSITIONS AVAILABLE: 10

AVAILABLE HOURS: Part-time hours vary based on the event schedule.

Must be available for evenings and weekends as needed.

PAY RATE: **\$21.50 / hour**

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

CLASS Parks is seeking energetic and dedicated candidates to assist with special events for teens ages 11-17. Events range from small workshops (such as painting, college prep, and leadership seminars) to large-scale events (such as Halloween Fright Night and community festivals). Staff will play a key role in ensuring events run smoothly, are engaging, and provide a positive experience for all participants.

DESCRIPTION OF DUTIES:

- Assist in event setup and breakdown, including decorations, equipment, and seating arrangements.
- Engage and interact with teen participants to foster a fun and inclusive environment.
- Provide customer service and support to attendees, parents, and guests.
- Assist in managing event logistics, such as crowd control, registration, and activity supervision.
- Help facilitate workshops, games, and interactive activities as needed.
- Ensure event spaces remain safe, clean, and well-maintained throughout the event.
- Distribute event materials, prizes, and refreshments when applicable.
- Maintain a positive and professional demeanor, representing CLASS Parks and program effectively.
- Adhere to all safety guidelines and assist in emergency situations as directed.
- Perform other duties as assigned by the Recreation Facility Director and/or Senior Recreation Director.

QUALIFICATIONS:

- Must be at least 18 years of age.
- Ability to work a flexible schedule, including evenings and weekends.
- Strong communication and interpersonal skills to engage with teens and the community.
- Strong leadership, communication, and organizational skills.
- Must be a self-starter, able to work independently while taking direction from the Recreation Facility Director and/or Senior Recreation Director.
- be a team player, adaptable, and able to work under pressure in fast-paced environments.

- Ability to stand, walk, lift, and move equipment for extended periods of time (ability to lift 25-50 lbs. preferred).
- Applicants should be willing and able to drive city vehicles (passenger vans). Applicants will be van-trained by city personnel.
- Experience working in event planning, recreation, or customer service is a plus.
- Bilingual (Spanish) is a plus but not required.

TO APPLY: Apply to the Google Form link or QR code

<https://bit.ly/CLASSParksEvents>

LAST DAY TO APPLY: Friday, May 9th, 2025

