

City of Los Angeles • Department of Recreation and Parks  
ROSE HILL RECREATION CENTER  
4530 Mercury Ave., Los Angeles, CA 90032  
Email: [rosehill.recreationcenter@lacity.org](mailto:rosehill.recreationcenter@lacity.org)  
Phone: 323-225-0450  
Website: <https://www.laparks.org/reccenter/rose-hill>

## **RECREATION ASSISTANT** Community Garden Assistant

**AVAILABLE HOURS:** Days and hours vary; approximately 1-15 hours per week, based on facility need.

**DESCRIPTION OF DUTIES:** Manage 21 garden plots, check on garden plots weekly, holding quarterly garden meetings, communicate with gardeners weekly, take all garden payments via RecTrac, log payments via Google Drive, update garden plot plan as necessary, attend to garden job orders and needs, update Director weekly, complete all community garden paperwork, maintain garden folder, conduct walkthroughs, update all registration forms/records, complete program entries and databases, make sure garden is on RecTrac monthly, coordinate bi-annual clean-up events at the garden, and complete any work assigned by the Director.

**Schedule may vary according to program and facility need, and Director's schedule.**

**QUALIFICATIONS/ADDITIONAL DUTIES:**

- Office experience is highly desired.
- Computer skills in Word, Excel, Powerpoint, Publisher, and Google Drive computer skills.
- Knowledge of RecTrac, taking RecTrac payments, updating household information, printing rosters, etc. is desired.
- Accurate typing skills, excellent phone etiquette and a positive attitude dealing with patrons is desired.
- Knowledge of general office procedures desired.
- Complete assignments with little supervision.

**SCHEDULE:** Days and hours will vary, due to facility need and Director's schedule.

**Last Day to Apply:** April 30, 2020 or until filled.