



# CITY OF LOS ANGELES

DEPARTMENT OF RECREATION AND PARKS

## STUDIO CITY RECREATION CENTER

12621 RYE ST. STUDIO CITY, CA 91604

Phone: (818) 769-4415 Fax: (818) 769-4724

Email: [Rapstudcityrc@lacity.org](mailto:Rapstudcityrc@lacity.org)



## RECREATION ASSISTANT

(Office Assistant)

NUMBER OF POSITIONS AVAILABLE

1

### Hours Available:

- Monday through Friday
- 10:00 a.m. – 9:00 p.m.

### Weekly Available Hours

- 0-20 hours per week

### Description of Duties:

- Ability to communicate well with staff, parents and children in a professional manner.
- Responsible for planning and creating marketing material for all programs, which range from brochures, flyers, banners, and t-shirts.
- Must be available to work evening shift without supervision.
- Create binders, rosters and attendance sheets for all programs
- Assist in leading classes (sports, arts & craft, cooking)
- Maintain mailing lists up to date.

### Qualifications:

- Applicant must be available to work evening shifts.
- Applicant should have prior experience working with large groups of children in a fast paced atmosphere.
- Applicant must be available to attend training sessions and mandatory staff meetings
- Must be competent in Microsoft Office (Word, Excel and Publisher etc.), internet and office equipment (fax, copier).
- Adobe Suite (Photoshop, Illustrator, InDesign, etc.) experience desirable.
- Bilingual is a plus but not required.

### To Apply Send Resume to:

Julie Monroy  
Recreation Coordinator  
Studio City Recreation Center  
12621 Rye Street  
Studio City, CA 91604  
Ph. (818) 769-4415  
Email – [Julie.monroy@lacity.org](mailto:Julie.monroy@lacity.org)

**LAST DAY TO APPLY:** April 29, 2020 or until filled