



City of Los Angeles Department of Recreation and Parks

## ROBERTSON RECREATION CENTER

1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383

[Robertson.RecreationCenter@LACity.org](mailto:Robertson.RecreationCenter@LACity.org) [LAParks.org/RecCenter/Robertson](http://LAParks.org/RecCenter/Robertson)

[@RobertsonRecreationCenter](#)



### RECREATION ASSISTANT - OFFICE COVERAGE

6 Positions \*Salary \$20.19

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

#### AVAILABLE HOURS: SPRING - SUMMER SESSION

- 0- 20 hours per week based on enrollment, budget, & operational needs.
- Must be available the entire session for 2 days per week for the AM or PM Shifts between **MONDAY-SUNDAY**.
- Other shifts may arise due to coverage needs.

**RECREATION ASSISTANTS (RAs)** provide prompt, efficient, and courteous guest services, follow Department Policies, Procedures, & Trainings, & assist Director with organizing, planning, & directly leading recreation activities & special events for Children, Teens, Adults, & Seniors. RAs are PART-TIME, AT-WILL employees, who may pick up shifts at multiple other City of L.A. RAP locations, when applicable, while not exceeding a maximum of 1040 hours per year.

*\*The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.*

**JOB DESCRIPTION: OFFICE COVERAGE RAs** are responsible for assisting the DIC in overseeing the general administrative functions, events, communication, and activities in the office, as well as throughout the facility. They help create and maintain a welcoming, clean environment, while ensuring high levels of organizational effectiveness, communication, key-record keeping, and coordination among all Programs and Staff. All RA's promote Robertson Recreation Center & its mission positively at all times, lead by example, & maintain a professional, friendly, & collaborative rapport with all Patrons, Staff, Director, & other community Agencies.

#### DUTIES & RESPONSIBILITIES Include but not limited to:

- Assist the Director with all administrative duties, recordkeeping, and various other clerical tasks.
- Display an enthusiastic, resourceful, motivated, and helpful demeanor, while multitasking and completing duties efficiently.
- Help maintain a clean, organized office & facility, or assign the tasks to the appropriate staff as needed.
- Conduct weekly deep cleanings of office, periodic organization of storages, rooms, & updates of inventory.
- Outreach with flyers, face-to-face at schools, capture pictures/videos for our marketing, tabling events, etc.
- Communicate clearly with the Director, Patrons, and Staff via pre-approved emails, flyers, bulletin boards, & Google Suites, on a daily/weekly basis, (or immediately in urgent cases).
- Cover other program shifts/duties as needed or assigned.
- Ensure the overall safe & efficient execution of all park programs, special events, & operational tasks.
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Director's standards.
- Adhere to City & Departmental Policies & Procedures, & perform related duties as required in the time allotted.

#### QUALIFICATIONS:

- Must be at least 18 years old to apply, responsible, punctual, & with a great work ethic.
- Nurtures a growth-mindset & looks for ways to sharpen all their skills.
- Intermediate-Advanced Computer Skills in Canva, Microsoft Office, Google Suite, Internet Navigation, & Interdepartmental Programs (RecTrac, Workday, etc.).
- Must be active, able to sit, stand, walk, squat, etc. for extended periods of time.
- Lead by example, be adaptable to Director's feedback/direction, & maintain a positive, enthusiastic, helpful demeanor.

#### EDUCATION & EXPERIENCE:

- College Courses/Credits/Certifications in Office Administration, Business, Computers, Data Analysis, Bookkeeping, etc. a plus!
- Experience working in a busy office setting & ability to interact with various styles of people & kids.
- First Aid & CPR Certified (if hired, L.A. City training is available).
- Valid driver's license in good standing & Van Trained (if hired, L.A. City training is available).

**To Apply, Email Resume to:**

[Robertson.RecreationCenter@lacity.org](mailto:Robertson.RecreationCenter@lacity.org)

**Subject Line:**

[APPLICATION - RECREATION ASSISTANT - "Your Name"](#)

**Last Day to Apply:**

Friday, April 11th, 2025