

**CITY OF LOS ANGELES • DEPARTMENT OF RECREATION AND PARKS  
WOODLAND HILLS RECREATION CENTER**

5858 Shoup Ave.  
Woodland Hills, CA 91367  
(818) 883-9370

**Recreation Assistant**

**Available Hours:** 4-20 hours

**Description of Duties:** To assist in general office procedures such as activity registration, permits, timekeeping, job orders, record keeping, budgeting, graphic art and marketing. Able to assist in organizing sports and classes, setting up and carrying out planned programs. Able to manage the RecTrac registration program in assisting patrons. Able to adapt to changes as facility programs evolve.

**Hours:** Days and times may vary – to be determined

**Qualifications:** Able to assist in upkeep of rosters, schedules, assignments recreational reports, graphic art and marketing. Knowledge in developing and marketing programs. Must be able to interact with children and adults in a positive manner, able to communicate with parents and staff.

**To Apply:** Send resume to or apply with:

Lee Marks/ William Rivas/Chris Mahoney  
5858 Shoup Ave., Woodland Hills, CA 91367  
(818) 883-9370

Email: [lee.marks@lacity.org](mailto:lee.marks@lacity.org) or [William.rivas@lacity.org](mailto:William.rivas@lacity.org)

**Last Day to Apply:** Until position is filled