

**City of Los Angeles Department of Recreation and Parks**

**Martin Luther King Jr. Therapeutic Recreation Center**

3916 S. Western Ave.  
Los Angeles Ca 90062  
(213) 847-0878

**RECREATION ASSISTANT**

Positions available 10

**Available Hours:**

Saturdays & Sundays. Various hours, as needed.

**Job Description:** Under the general supervision of full-time staff, the recreation assistant will be responsible for and not limited to the setup and breakdown of supplies as well as the display of promotional materials at special events. Ideal candidate will act as the program liaison at these events, advertising, promoting and disseminating, all PLAYLA programs including Adaptive Sports and GPLA.

**Duties and Qualifications:**

- Ability to move, carry and set-up sports equipment, and other supplies as needed.
- Ability to walk, lift, carry and stand for long periods of time.
- Enthusiastic, polite, strong customer service skills.
- Responsible, reliable and professional.
- Strong and hardworking, excellent work ethic.
- Ability to enforce and support City policy, procedure, guidelines, rules and trainings.
- Ability to multi-task, self-motivate and work independently.
- Possess strong organizational skills.
- Recreation and Parks van training preferred.
- Computer skills highly desired.
- Bilingual Preferred -English/Spanish/Other.

**To Apply:**

**Send Resume:**

PLAYLA programs, Martin Luther King JR Therapeutic Recreation Center  
3916 S Western Ave.  
Los Angeles Ca 90038  
(323) 290-2667 or [Fredrik.matevossian@lacity.org](mailto:Fredrik.matevossian@lacity.org)  
Attn: Fredrik Matevossian

**Last Day to Apply: January 25<sup>th</sup>, 2024**

For candidates seeking initial City employment, in accordance with Los Angeles City Ordinance 187134, information regarding COVID-19 vaccination requirements as conditions of employment be found at:

[https://clkrep.lacity.org/onlinedocs/2021/21-0921\\_ord\\_187134\\_8-24-21.pdf](https://clkrep.lacity.org/onlinedocs/2021/21-0921_ord_187134_8-24-21.pdf)