



City Of Los Angeles • Department of Recreation & Parks  
**CHEVIOT HILLS RECREATION CENTER**  
2551 Motor Avenue  
Los Angeles, CA 90064  
(310) 837-5186 • [cheviothills.recreationcenter@lacity.org](mailto:cheviothills.recreationcenter@lacity.org)

## **Office Staff (Recreation Assistant)**

**Description of Duties:** Cheviot Hills is looking for independent, motivated individuals to assist the park patrons. This position must be knowledgeable of all park information to assist the public with questions in person, over the phone and via email. Provide quality customer service to internal and external customers. Answering questions and records requests and complaints. Keep the office clean and organized. Enforce park policies. Supervise park patrons, permit groups and recreation center building. Assist Director(s) and Recreation Coordinator with additional program needs such as contacting patrons, sending important reminders, collecting payments, submitting documents and distributing supplies.

Applicants must be PC-literate including proficiency in registration software and Google Suite. Must have strong communication skills and the ability to take initiative.

**Available Hours:** Weekdays between 9am - 10pm and/or weekends between 9am - 5pm. 10-20 hours per week.

**Qualifications:** Must be at least 18 years old to apply. Experience working with a variety of personalities. Strong customer service and communication skills. Ability to use office machines, supplies, and computers. Work independently and collaboratively as needed. Ability to problem solve and be flexible to last minute changes. Willingness to follow directions, be on time and be reliable. Have a clean criminal background history. Bilingual is a plus, but not required for consideration.

**To Apply:** Send Resume to:

Patrick Russell  
Cheviot Hills Recreation Center  
2551 Motor Avenue, Los Angeles, CA 90064  
(310) 837-5186  
[patrick.russell@lacity.org](mailto:patrick.russell@lacity.org)

**Last Day to Apply:**

March 1<sup>st</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)