

City of Los Angeles Department of Recreation and Parks
BALBOA SPORTS CENTER
17015 Burbank Blvd. Encino, CA 91316
818-756-9642
Balboa.SportsCenter@lacity.org

RECREATION ASSISTANT-Office Coverage

Available Hours: Flexible 0-10 hours per week.

Balboa Sports Center is in need of back-up Recreation Assistants who can be called for Coverage anytime between the hours of 9:00am-10:00pm, Monday – Friday, or Saturdays 9-5. Starting with 0-4 hours a week.

Job Description:

- Professionalism, honesty and integrity required
- Answer Phones and provide program information to patrons
- Take Class and Sport Registration through the Rec Trac registration program
- Follow Balboa registration procedures
- Assist patrons- first aid, ice, customer service, general information, sport practices, provide equipment for coaches
- Take Facility Use Applications and have thorough knowledge of facility use permits
- Any tasks assigned by the Recreation Coordinator or Director in Charge
- Game Officiating and possible Sport Clinic Instruction

Qualifications:

- Must be a current active Recreation Assistant with the City of Los Angeles Recreation and Parks Department
- Must be computer literate and have experience with the Rec Trac registration
- Must be able to follow city policy and procedure in sport and class registration and office procedures
- Must have a full command of English Language, both written and oral

Duties:

- Help Keep Office areas clean and organized
- Registration
- Positive Customer Service
- Record accurate messages in the Log Book.
- Interact professionally with clientele
- Set up Club Rooms or Gym for various meetings and Region Meetings
- Sport Officiating and Sport Clinic/Class Instruction
- Other tasks as assigned by the Coordinator and Director

To Apply:

Send resumes to Balboa.SportsCenter@lacity.org
Kathrynn.Penny@lacity.org

Or

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Last Day to Apply: May 9, 2017