

CITY OF LOS ANGELES --- DEPARTMENT OF RECREATION AND PARKS

CLASS PARKS / TEEN PROGRAMS

3900 CHEVY CHASE BOULEVARD

LOS ANGELES, CA 90039

(818) 243-2490

RECREATION ASSISTANT

AVAILABLE HOURS:

5-20 HOURS PER WEEK, DEPENDING UPON NEED AND AVAILABILITY. APPLICANT MUST BE AVAILABLE TO WORK AFTERNOONS AND WEEKNIGHTS FROM 12:00 PM - 11:00 PM DURING SUMMER SEASON (JUNE-JULY-AUGUST) AND SATURDAYS DURING THE FALL AND SPRING SEASONS.

DESCRIPTION OF DUTIES:

APPLICANT WILL ASSIST WITH PREPARATION AND MANAGEMENT OF ROCK WALL AND OUTDOOR MOVIE SCREENS, AS WELL AS SPECIAL EVENTS FOR TEEN CLUBS.

APPLICANT WILL ALSO ASSIST WITH THE DEVELOPMENT OF MARKETING MATERIALS FOR ALL CLASS PARKS PROGRAMS AND MUST BE FAMILIAR WITH MICROSOFT PUBLISHER, ADOBE PHOTOSHOP, ILLUSTRATOR AND INDESIGN.

APPLICANT MUST BE WILLING AND ABLE TO DRIVE CITY VEHICLES (PASSENGER VANS AND A DUALY TRUCK). APPLICANT WILL BE VAN TRAINED BY CITY PERSONNEL.

CANDIDATE MUST BE EXTREMELY DEPENDABLE AND BE ABLE TO WORK INDEPENDENTLY.

APPLICANT MUST ALSO BE ABLE TO WORK AND COMMUNICATE EFFECTIVELY WITH TEENS, CHILDREN, STAFF AND PATRONS.

APPLICANTS WILL BE SELECTED ON THE BASIS OF THEIR EXPERIENCE AND KNOWLEDGE OF THE ABOVE-MENTIONED SUBJECTS AND SHOULD BE ABLE TO CLEARLY DEMONSTRATE METHODS THEY WOULD USE TO IMPLEMENT AN EFFECTIVE PROGRAM.

TO APPLY:

SEND RESUME TO OR APPLY WITH:

**ELAINE PIHA
SENIOR RECREATION DIRECTOR
CLASS PARKS / TEEN PROGRAMS
3900 CHEVY CHASE BOULEVARD
LOS ANGELES, CA 90039
(818) 243-2490
Elaine.piha@lacity.org**

LAST DAY TO APPLY:

AUGUST 9, 2017