

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS  
Lanark Recreation Center  
218816 Lanark Street  
Canoga Park, CA 91304  
(818) 883-1503

**RECREATION ASSISTANT**  
(SEASONAL WORK)

**NUMBER OF POSITIONS AVAILABLE**

8

**HOURS AVAILABLE**

7:30AM-6PM (MON-FRI)

JUNE 12<sup>TH</sup> THRU AUG 11<sup>TH</sup>, 20117

**WEEKLY AVAILABLE HOURS**

0-8 HOURS PER WEEK

**Description of Duties:** Good organizational and communication skills. Work exceptionally well with kids. Knowledge of camp songs. Knowledge of excel, able to create accident/special occurrences reports and spread sheets. Possess knowledge of various sports such as basketball, baseball, flag football and soccer (certified). Be able to organize a parent meeting including going over policies and procedures of the City of Los Angeles. Bilingual and College degree preferred.

**Qualifications:** Must have experience working with kids/teens. Write clear and concise reports, memorandums, letters, and other written materials. Certified in CRP and First Aid. Must be van trained. 12 or more units in Early Childhood Education preferred.

**TO APPLY, PLEASE CONTACT:**

Larry Mellon, Sr. Director  
Lanark Recreation Center  
21816 Lanark Street  
Canoga Park, CA 91304

Send resume

E-mail [larry.mellon@lacity.org](mailto:larry.mellon@lacity.org)

**LAST DAY TO APPLY: May 12, 2017**