

**CITY OF LOS ANGELES RECREATION AND PARKS DEPARTMENT
NORTH WEDDINGTON RECREATION CENTER**

10844 ACAMA STREET
NORTH HOLLYWOOD, CA. 91602
(818) 506-1467 FAX (818) 506-8557

Recreation Assistant
Year Round

Available Hours: 0-20 hrs/week; will vary, on call

Description of Duties: Candidates will assist and supervise children during arts and crafts, sports and games activities. Assist supervisor with office work performing variety of office duties, answer phones, customer service, provide information regarding programs, process and distribute written materials; perform clerical duties such as typing, filing, operating office machines and assemble data for attendance and payments.

Qualifications: Ability to supervise children in a variety of activities. Computer literacy in word processing, excel, ability to type and work as part of a team.

To Apply: Send resume to or apply with:

Danica Carroll
North Weddington Recreation Center
10844 Acama Street
North Hollywood, CA 91602
Or fax resume: (818) 506-8557

Last Day to Apply: April 25, 2017