

City of Los Angeles • Department of Recreation and Parks
PENMAR RECREATION CENTER
1341 Lake St.
Los Angeles, CA 90291
Office: (310) 396-8735 / Fax: (310) 396-7561

Recreation Assistant

Available Hours: Tuesday 10:00 a.m. – 2:00 p.m.
 Thursday 10:00 a.m. – 2:00 p.m.

Description Of Duties: Must have general clerical skills, knowledge of computers and other office machines, ability to interface with patrons and instructors, must be able to explain information about facility programs, explain policies and procedures that govern the facility.

Qualifications: Applicant must be over 18 years of age, mature, responsible, possess conflict resolution strategies, able to communicate effectively, and demonstrate a sincere interest in working with the public.

To Apply: Send Resume to or apply with: Andy Felz
 Penmar Recreation Center
 1341 Lake St.
 Los Angeles, CA 90291
 310-396-8735 phone
 310-396-7561 fax
 Email to: Andy.Felz@lacity.org

Last Day to Apply: April 4, 2017