

CITY OF LOS ANGELES  
DEPARTMENT OF RECREATION AND PARKS  
PROGRAM AIDE

The Senior Citizen Section is seeking an individual with excellent interpersonal and leadership skills with a strong, demonstrated ability to communicate well, both verbally and written. Individual will serve as a liaison between the Department of Recreation and Park's Senior Citizen Section and participants from Senior Federation Clubs. Additionally, the individual will provide a linkage between Recreation and Parks Supervisory staff and senior clients. Qualified candidates will be required to travel to various sites and locations to attend meetings and visit with senior clubs as required. The position is part-time and currently pays \$17.83 per hour.

**Program Aide**

**Job Description:** This is a year-round part-time position. A Senior Citizen Section program aide will oversee and monitor Senior Citizen Clubs throughout the city including but not limited to conducting educational and leadership workshops, participating and speaking at Senior Citizen Club meetings and quarterly staff meetings, and plan/carry out Senior Section Special Events. Additional duties include working with the Recreation staff to obtain information and data from various senior clubs and members of the Los Angeles Federation of Senior Citizen Clubs.

**Hours & Dates:** Work Schedule: 12 – 20 hours per week (as needed), Monday through Friday varying between 9:00 a.m. to 5:00 p.m. The position begins immediately as soon as the hiring process is completed.

**Our office is located at:  
3900 West Chevy Chase Dr.  
Los Angeles, CA 90039  
(Near Griffith Park area)**

**Qualifications:** **Must have a valid California driver's license and a good driving record for the past 3 years.**  
Customer service, office and computing skills as well as a proficient knowledge of Excel, PowerPoint, Microsoft software, and Google Docs are highly desirable. Working knowledge in the areas of drafting and finalizing reports, presentations, correspondence, newsletters, posters and displays to promote interest in senior center programs. Assists in the development and implementation of goals, objectives, policies and procedures for the federation of senior citizen clubs. Passion for helping older adults. Ability to drive and visit senior centers in the city. A Spanish/English speaking and writing candidate is a plus.

**To Apply:** **Please send resume to:**  
Leslie Richter (213) 485-8744  
**e-mail:** [Leslie.Richter@lacity.org](mailto:Leslie.Richter@lacity.org)

**Last day to apply:** Until sufficient applications are received.