



City of Los Angeles Department of Recreation and Parks

## ROBERTSON RECREATION CENTER

1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383

[Robertson.RecreationCenter@LACity.org](mailto:Robertson.RecreationCenter@LACity.org) [LAParks.org/RecCenter/Robertson](http://LAParks.org/RecCenter/Robertson)

[@RobertsonRecreationCenter](#)



### RECREATION ASSISTANT: DRIVER

4 Positions \*Salary \$20.79

**AVAILABLE HOURS: FALL SESSION - September 30 - December 20, 2024**

- 0- 6 hours per week based on enrollment, budget, & operational needs.
- Must be available the entire session: **MON., WED., THU., FRI. 2:00 PM-3:00 PM, & TUE. 1:00 PM-2:00 PM**
- Other Driver Shifts vary according to needs (Preventive Maintenance, Gas, Periodic Car Wash, Special Events, Donations Pick Ups, etc.)

**RECREATION ASSISTANTS (RAs)** provide prompt, efficient, and courteous guest services, follow Department Policies, Procedures, & Trainings, & assist Director with organizing, planning, & directly leading recreation activities & special events for Children, Teens, Adults, & Seniors. RAs are PART-TIME, AT-WILL employees, who may pick up shifts at multiple other City of L.A. RAP locations, when applicable, while not exceeding a maximum of 1040 hours per year.

*\*The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.*

**JOB DESCRIPTION: RECREATION ASSISTANT DRIVERS** are punctual, reliable, & responsible Staff members who, with the guidance/supervision of the DIC, work closely with ASC Staff & provide safe, consistent, timely ASC Pickups from various schools for children ages 5-13 years old. RA's promote Robertson Recreation Center & its mission positively at all times, lead by example, & maintain a professional, friendly, & collaborative rapport with all Patrons, Staff, DIC, Schools, & other Agencies.

**DUTIES & RESPONSIBILITIES include but are not limited to:**

- Safely drives a City Vehicle through a pre-approved, DAILY PICK-UP ROUTE to nearby schools within a 2-mile radius.
- Greets & maintains a friendly, professional rapport with all school administration, patrons, & children along the Pick-Up Route.
- Checks-In all registered riders & drops them off at the Recreation Center to ASC Staff on duty.
- Conducts Safety Checks of the vehicle before & after each use & relays all pertinent information to ASC Staff & DIC.
- Maintains accurate daily, weekly, & monthly updates of all mileage logs & City Vehicle maintenance records.
- Coordinates with the Repair Shop & DIC for all Preventive Maintenance (PM) related to the City Vehicle & drop-off/pick-up of it.
- Maintains our standards of cleanliness & order in the City Vehicle, & sanitizes its supplies, equipment, & utilized areas on a daily basis.
- Arranges for the use of other Parks'/Regions' Vans when RRC's are not available, & assists with "walking pick-ups" when needed.
- Coordinates all other DIC approved City Vehicle related tasks as needed & assigned (Field Trips, Special Events, Donations, etc.).
- Submits accurate records & reports when needed (i.e. NEAR, SOLR, Police Reports, upkeep of the Van Info & Binders, etc.)
- Ensures the gas tank is filled every 2 weeks on a consistent, pre-approved day of the week.
- Outreaches with flyers & face-to-face marketing at schools as needed or assigned.
- Addresses/solves any concerns efficiently & fairly according to Policy, Procedure, Trainings, & DIC's standards.
- Ensures the overall safe & efficient execution of all park programs & special events.
- Adheres to City & Department Policies & Procedures & performs related duties as required in the time allotted.

**QUALIFICATIONS:**

- Must be at least 18 years old to apply, & is responsible, punctual, & reliable.
- Knowledge of policies, procedures, safety regulations governing the conduct & safety of driving children.
- Nurtures a growth-mindset.
- Proficient in Microsoft Office, Google Suite, & Interdepartmental programs (RecTrac, Workday, etc.)
- Must be active, able to sit, stand, walk, & run for extended periods of time & maneuver in & out of the City Vehicle in varying weather.
- Leads by example, is adaptable to DIC's feedback/direction, & maintains a positive, enthusiastic demeanor.

**EXPERIENCE & EDUCATION:**

- Experience working with this age group in individual & group settings.
  - *\*First Aid & CPR Certified preferred.*
  - *\*Valid Driver's License in good standing, & be Van Trained every 2 years.*
- \*If hired, L.A. City trainings are available.*

**To Apply, Email Resume to:** [Robertson.RecreationCenter@LACity.org](mailto:Robertson.RecreationCenter@LACity.org)  
**Subject Line:** [APPLICATION - RECREATION ASSISTANT - "Your Name"](#)  
**Last Day to Apply:** Thursday, 10/24/2024