



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 LAParks.org/RecCenter/Robertson

[@RobertsonRecreationCenter](#)



RECREATION ASSISTANT - OFFICE COVERAGE

4 Positions *Salary \$20.79

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

- 0- 16 hours per week based on enrollment, budget, & operational needs.
- Must be available the entire session: **TUESDAY/WEDNESDAY or THURSDAY/FRIDAY 2:00 PM - 6:00 PM.**
- Other shifts may arise due to coverage needs.

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: OFFICE COVERAGE RAs are responsible for assisting the DIC in overseeing the general administrative functions, events, communication, and activities in the office, as well as throughout the facility. They help create and maintain a welcoming, clean environment, while ensuring high levels of organizational effectiveness, communication, key-record keeping, and coordination among all Programs and Staff. All 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, Director, & other community Agencies.

DUTIES & RESPONSIBILITIES Include but not limited to:

- Assist the Director with all administrative duties, recordkeeping, and various other clerical tasks.
- Display an enthusiastic, resourceful, motivated, and helpful demeanor, while multitasking and completing duties efficiently.
- Help maintain a clean, organized office & facility, or assign the tasks to the appropriate staff as needed.
- Conduct weekly deep cleanings of office, periodic organization of storages, rooms, & updates of inventory.
- Outreach with flyers, face-to-face at schools, capture pictures/videos for our marketing, tabling events, etc.
- Communicate clearly with the Director, Patrons, and Staff via pre-approved emails, flyers, bulletin boards, & Google Suites, on a daily/weekly basis, (or immediately in urgent cases).
- Cover other program shifts/duties as needed or assigned.
- Ensure the overall safe & efficient execution of all park programs, special events, & operational tasks.
- Address/solve program concerns efficiently & fairly according to Policy, Procedure, Trainings, & Director's standards.
- Adhere to City & Departmental Policies & Procedures, & perform related duties as required in the time allotted.

QUALIFICATIONS:

- Must be at least 18 years old to apply, responsible, punctual, & with a great work ethic.
- Nurtures a growth-mindset & looks for ways to sharpen all their skills.
- Intermediate-Advanced Computer Skills in Canva, Microsoft Office, Google Suite, Internet Navigation, & Interdepartmental Programs (RecTrac, Workday, etc.).
- Must be active, able to sit, stand, walk, squat, etc. for extended periods of time.
- Leads by example, be adaptable to Director's feedback/direction, & maintain a positive, enthusiastic, helpful demeanor.

EDUCATION & EXPERIENCE:

- College Courses/Credits/Certifications in Office Administration, Business, Computers, Data Analysis, Bookkeeping, etc. a plus!
- Experience working in a busy office setting & ability to interact with various styles of people & kids.
- First Aid & CPR Certified (if hired, L.A. City training is available).
- Valid driver's license in good standing & Van Trained (if hired, L.A. City training is available).

To Apply, Email Resume to:

Robertson.RecreationCenter@lacity.org

Subject Line:

APPLICATION - RECREATION ASSISTANT - "Your Name"

Last Day to Apply:

Thursday, 10/24/2024