

**MID-VALLEY SENIOR CITIZEN CENTER**

8801 Kester Ave.  
Panorama City, CA 91402  
818-892-0892

**RECREATION ASSISTANT**

**Available Hours:**

0-20 hours per week  
(Various shifts)  
Monday-Friday, 9:00 a.m. - 5:00 p.m.

**Job Description / Duties:**

- Greet Adult 50+ and seniors in morning and/or end of the operating hours.
- Setup, breakdown, and cleaning/sanitizing any area that requires attention; ex: canopies, tables, water coolers, and activities.
- Attend to any individual needs of the Adults 50+ and seniors.
- Support the Facility Director in establishing rules and emergency procedures with seniors.
- Other assigned duties as assigned by Recreation Facility Director (ex: preparation of activities, office work, errands, etc.)

**Qualifications:**

- Experience working with all ages of people from 10-80 years old.
- Ability to problem solve and communicate effectively with the Adults 50+ and seniors, co-workers, and supervisor.
- Ability to participate in most of the activities including walking and standing for long periods and be able to lift/carry at least 20 lbs.
- Must be able to follow directions, be on time, and reliable.

**How To Apply**

Send resume to:

**[Ruthie.Escarcega@lacity.org](mailto:Ruthie.Escarcega@lacity.org)**

**Last Day to Apply:**

Wednesday, February 5<sup>th</sup>, 2025