

City Of Los Angeles • Department of Recreation and Parks

Griffith Park Adult Community Center

3203 Riverside Dr. Los Angeles, CA 90027

(323) 644-5579

Recreation Assistant

Available Hours:

Varying Shifts

9am-5pm Monday to Friday

Job Description:

Seeking Recreation Assistants to assist with office coverage, reception, registration and helping with the needs of the center.

Duties Performed:

- Answer phones and patron questions
- Register patrons using Rec Trac
- Assist with Special Events
- Light cleaning of facility when needed.
- Assist with the needs of the center and its programs

Qualifications:

- Exercise good judgement, courtesy and tact with staff and public
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with the public, staff and other agencies.
- Be on time, reliable and ready to work.

To apply:

Send resume to:

Rick Swanson

Facility Director

Email: rick.swanson@lacity.org

Due Date:

Thursday, February 20, 2025