

City of Los Angeles Department of Recreation and Parks  
**Westchester Senior Center**  
8740 Lincoln Blvd, Los Angeles, CA 90045  
310-649-3319 office  
Westchester.scc@lacity.org@lacity.org

## Recreation Assistant

3 positions

### **Available Hours:**

Varying shifts. Facility is open 9am-5pm Monday to Friday, with additional hour opportunities for evening and weekend classes and events.

### **Job Description:**

Seeking a Recreation Assistant to assist with Canva and graphic needs of the center. May also assist in office coverage, reception, registration processing, and dealing with the needs of the center. This person may be responsible for teaching classes, assisting with special events, cleaning after events, opening and closing facility.

### **Duties Performed:**

- Work on brochures, Flyers, and graphics for the facility.
- Answer phones and questions
- Help patrons on Rec Trac and taking registration
- Assist with Special Events
- Light cleaning of facility
- Assist with the needs of the center and its programs.
- Open in the morning, and or Close up in the evening.

### **Qualifications:**

- Canva proficient
- Exercise good judgment, courtesy, and tact with staff and public
- Communicate clearly and concisely, orally and in writing
- Establish and maintain effective working relationships with parents, the public, staff and other agencies
- Utilize quality customer service skills and techniques
- Be on time, reliable, and ready to work

### **Experience and Education:**

- Computer skills
- Reception skills
- Knowledge and or experience with groups, especially seniors.

**To Apply:** Email resume to: [kirstin.zullo@lacity.org](mailto:kirstin.zullo@lacity.org)

**Due Date:** Thursday, February 27<sup>th</sup>, 2025