

CITY OF LOS ANGELES | DEPARTMENT OF RECREATION AND PARKS
EVERGREEN RECREATION CENTER
2844 EAST 2ND STREET | LOS ANGELES, CA 90033
P: (323) 262-0397 | EMAIL: EVERGREEN.RECREATIONCENTER@LACITY.ORG

RECREATION ASSISTANT

POSITIONS AVAILABLE 6

SALARY: \$21.50 Per Hour

(The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.)

HOURS AVAILABLE

- 0-30 hours a week based on operational needs.
- Monday-Saturday 8:00 am – 9:30 PM

Description of Duties:

Under the guidance of the full time staff. The Recreation Assistant will be responsible for setting up and breaking down equipment for games, practices, classes and events. The RA may be asked to coach and will be expected to Plan, lead and supervise youth practices in various sports. The Recreation Assistant will provide customer service such as effectively communicating with patrons, answering questions, and assisting them with registration. Light office work such as filing, answering phones, taking registrations and payments may be assigned.

Qualifications:

- Ability to Comfortably supervise groups of up to 12 kids.
- Ability to Positively Interact with Children and fellow staff.
- Must possess an enthusiasm for recreation.
- Ability to move, carry and set up required equipment and other supplies as needed.
- Must be able to maintain a punctual and consistent work schedule.
- Present and maintain a professional appearance and positive attitude.
- Ability to follow verbal and written instruction, self-motivate, multi-task and be able to work as a part of a team and independently with minimal supervision.
- Ability to enforce and support City policy, procedure, guidelines, rules, and training.

To Apply: **Email Resume:** Adriana Lopez

Adriana.Lopez@lacity.org

Last Day to Apply: **Thursday, March 6th, 2025**