

CITY OF LOS ANGELES DEPARTMENT OF RECREATION AND PARKS

EXPO CENTER

3980 Bill Robertson Lane
Los Angeles, CA 90037
(213) 763-0114

Recreation Assistant - Special Events

Description of Duties: Serves as the front line staff for the Special Event Department at the EXPO Center. Responsibilities include answering a multi-line phone system, processing permit reservation, permit payments, filing invoices, processing refunds, updating staff work schedules, and must be able to operate basic office equipment, including phone, copy and fax machine and any duties that the Supervisor deems necessary. Perform light custodial duties. Have a working knowledge of Facility Reservation System.

Positions Needed: 6 Position

Available Dates/Days/Times:

Mondays	(6am – 11pm - Hours Vary, Depends on Event)
Tuesdays	(6am – 11pm - Hours Vary, Depends on Event)
Wednesday	(6am – 11pm - Hours Vary, Depends on Event)
Thursday	(6am – 11pm - Hours Vary, Depends on Event)
Friday	(6am – 11pm - Hours Vary, Depends on Event)
Saturday	(6am – 11pm - Hours Vary, Depends on Event)
Sunday	(6am – 11pm - Hours Vary, Depends on Event)

Qualifications:

- Must be able to lift 25-50 pounds.
- Ability to interact with the public in a positive and professional matter.
- Prior experience working with the community.
- Withhold good communication skills (oral and written).
- Ability to work well with others.
- Must be a self-starter.
- Ability to complete a task without being instructed
- Spanish speaker is a plus.

To Apply: Send resume to:

David Johnson
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3980 Bill Robertson Lane
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Fax (213) 763-3117
Email: david.johnson@lacity.org

Last Day to Apply: March 7th, 2025