

**Venice Beach Recreation Center**

1800 Ocean Front Walk  
Venice, CA 90291

**RECREATION ASSISTANT**

**6 positions**

**Available Hours**

0-20 hours per week; various shifts Monday-Sunday, 7:30 a.m. - 1:30 p.m. or 1:00 p.m. - 7:00 p.m. (6 hours); hours are not guaranteed and based on weekly activities.

**Job Description / Duties – what you're doing**

- Greet patrons and educate them on the use of and location of facilities (restrooms, Muscle Beach, Skate Plaza, etc.)
- Setup, breakdown, and cleaning/sanitizing of Muscle Beach Gym area (including opening up gym doors, wiping down equipment at the start and end of shift, return equipment at the end of shift, etc.).
- Perform administrative tasks including, but not limited to, answering phone calls, responding to emails, maintain cleanliness and organization of offices, decorating, be available for office coverage, etc.
- Support the Recreation Coordinator and/or Director in establishing rules and emergency procedures for patrons.
- Facilities are outdoors and may be exposed to the sun and heat for a prolonged period of time.
- Other assigned duties as assigned by Recreation Coordinator and/or Director (ex: preparation of flyers, office work, errands, submitting job orders, etc.)
- Assist with any special events where support is needed.
- Assist in development, creation, and completion of new programs
  - Be willing to instruct if needed
  - Promote new programs to maintain growth

**Qualifications –**

- Experience working and interacting with the public in a professional setting, knowledge of workout equipment preferred.
- Must be proactive, willing to work independently, as well as collaboratively, as needed.
- Able to problem solve and communicate effectively with patrons, parents, youth, co-workers, and supervisors.
- Must be able to participate in park duties including walking and standing for long periods of time, squatting, kneeling, lifting/carrying at least 20 lbs.
- Ability to follow directions, be on time, and reliable.
- Experience using Google Suite programs including Google Sheets, Google Doc, etc.
- Experience creating through Canva
- Experience in Social Media marketing

**To Apply**

Send resume to: [adan.pulido@lacity.org](mailto:adan.pulido@lacity.org)

**Last Day to Apply:**

Friday, March 28<sup>th</sup>, 2025