



City of Los Angeles Department of Recreation and Parks
ROBERTSON RECREATION CENTER
 1641 Preuss Rd., Los Angeles, CA 90035 (310) 278-5383



Robertson.RecreationCenter@LACity.org LAParks.org/RecCenter/Robertson
[@RobertsonRecreationCenter](https://www.instagram.com/RobertsonRecreationCenter)

RECREATION ASSISTANT: DRIVER

6 Positions *Salary \$20.19

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

AVAILABLE HOURS: SPRING- SUMMER SESSIONS

- **0- 10 hours per week** based on enrollment, budget, & operational needs.
- Must be available the entire session: **MONDAY - FRIDAY 12:30 PM-4:00 PM**
- Other Driver Shifts vary according to needs (Preventive Maintenance, Gas, Periodic Car Wash, Special Events, Donations Pick Ups, etc.)

RECREATION ASSISTANTS (RAs) provide prompt, efficient, and courteous guest services, follow Department Policies, Procedures, & Trainings, & assist Director with organizing, planning, & directly leading recreation activities & special events for Children, Teens, Adults, & Seniors. RAs are PART-TIME, AT-WILL employees, who may pick up shifts at multiple other City of L.A. RAP locations, when applicable, while not exceeding a maximum of 1040 hours per year.

**The current salary range is subject to change. Please confirm the starting salary with the hiring department before accepting a job offer.*

JOB DESCRIPTION: RECREATION ASSISTANT DRIVERS are punctual, reliable, & responsible Staff members who, with the guidance/supervision of the DIC, work closely with ASC Staff & provide safe, consistent, timely ASC Pickups from various schools for children ages 5-13 years old. RA’s promote Robertson Recreation Center & its mission positively at all times, lead by example, & maintain a professional, friendly, & collaborative rapport with all Patrons, Staff, DIC, Schools, & other Agencies.

DUTIES & RESPONSIBILITIES Include but are not limited to:

- Safely drives a City Vehicle through a pre-approved, DAILY PICK-UP ROUTE to nearby schools within a 2-mile radius.
- Greets & maintains a friendly, professional rapport with all school administration, patrons, & children along the Pick-Up Route.
- Checks-In all registered riders & drops them off at the Recreation Center to ASC Staff on duty.
- Conducts Safety Checks of the vehicle before & after each use & relays all pertinent information to ASC Staff & DIC.
- Maintains accurate daily, weekly, & monthly updates of all mileage logs & City Vehicle maintenance records.
- Coordinates with the Repair Shop & DIC for all Preventive Maintenance (PM) related to the City Vehicle & drop-off/pick-up of it.
- Maintains our standards of cleanliness & order in the City Vehicle, & sanitizes its supplies, equipment, & utilized areas on a daily basis.
- Arranges for the use of other Parks’/Regions’ Vans when RRC’s are not available, & assists with “walking pick-ups” when needed.
- Coordinates all other DIC approved City Vehicle related tasks as needed & assigned (Field Trips, Special Events, Donations, etc.).
- Submits accurate records & reports when needed (i.e. NEAR, SOLR, Police Reports, upkeep of the Van Info & Binders, etc.)
- Ensures the gas tank is filled every 2 weeks on a consistent, pre-approved day of the week.
- Outreaches with flyers & face-to-face marketing at schools as needed or assigned.
- Addresses/solves any concerns efficiently & fairly according to Policy, Procedure, Trainings, & DIC’s standards.
- Ensures the overall safe & efficient execution of all park programs & special events.
- Adheres to City & Department Policies & Procedures & performs related duties as required in the time allotted.

QUALIFICATIONS:

- Must be at least 18 years old to apply, & is responsible, punctual, & reliable.
- Knowledge of policies, procedures, safety regulations governing the conduct & safety of driving children.
- Nurtures a growth-mindset.
- Proficient in Microsoft Office, Google Suite, & Interdepartmental programs (RecTrac, Workday, etc.)
- Must be active, able to sit, stand, walk, & run for extended periods of time & maneuver in & out of the City Vehicle in varying weather.
- Leads by example, is adaptable to DIC’s feedback/direction, & maintains a positive, enthusiastic demeanor.

EXPERIENCE & EDUCATION:

- Experience working with this age group in individual & group settings.
 - **Must be First Aid & CPR Certified.*
 - **Valid Driver’s License in good standing, & be Van Trained every 2 years.*
- *If hired, L.A. City trainings are available.*

To Apply, Email Resume to:

Robertson.RecreationCenter@LACity.org

Subject Line:

[APPLICATION - RECREATION ASSISTANT - “Your Name”](#)

Last Day to Apply:

Until Filled by qualified candidates

25-389(032525JT)