

**City of Los Angeles • Department of Recreation and Parks  
Glassell Park Senior Center  
3750 Verdugo Rd, Los Angeles, CA 90065  
Phone: (323) 550-8809**

## **Recreation Assistants**

**Available hours:** Varying shifts. Facility is open 9am-5pm Monday to Friday, with additional hour opportunities for evening and weekend coverage for permit groups.

**Job Description:** Seeking Recreation Assistants to assist with office coverage, reception, registration and helping 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:**

- Answer phones and questions
- Register patrons using Rec Trac
- Teach classes
- 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:**

- 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 the public, staff and other agencies.
- Be on time, reliable, and ready to work

**To Apply:** Send resume to:

Phillip Gonzalez, Facility Director  
3750 Verdugo Rd, Los Angeles, CA 90065  
Phone: (323) 550-8809  
Email: [phillip.gonzalez@lacity.org](mailto:phillip.gonzalez@lacity.org)

**Last Day to apply:** February 18<sup>th</sup>, 2025