

City of Los Angeles – Department of Recreation and Parks

Griffith/Metro/Pacific Municipal Sports Office
3900 Chevy Chase Drive
Los Angeles, CA 90039

Recreation Assistant (2 positions available)

Available Hours/Days: 15-20 hours per week (Monday-Saturday. Work schedule varies depending on assignments)

Duties and Qualifications (include but are not limited to):

- Maintain accurate records and budgets.
- Work with full-time and part-time employees department wide.
- Enthusiastic, polite, and strong customer service skills.
- Proficient in Microsoft Office and Adobe.
- Knowledgeable of girls sports
- At least 2 years of experience organizing successful sports leagues for girls.
- Possess strong organizational skills.
- Responsible, reliable, and professional.
- Travel to recreation centers department wide.
- Organize special events for 500+ participants.

To Apply: Send resume to or apply with:

Francisca Castillo
3900 Chevy Chase Drive.
Los Angeles, CA 90039
francisca.castillo@lacity.org
Phone: (818) 246-5613

Last Day to Apply: Thursday October 19, 2017.