

City of Los Angeles Department of Recreation and Parks
Winnetka Recreation Center
8401 Winnetka Ave. Winnetka, CA 91306; (818) 756-7876

Recreation Assistant – Office
Current City of Los Angeles City Employee- Recreation Assistant Only!

- Available Hours: Monday – Friday, 1:00pm – 5:00pm (4-12 hours/week)
Position runs from February 2018 – June 2018 only
- Description of Duties: Duties include, but are not limited to, creating printed or computer generated materials as needed for park programs. Answering phones, customer service, provide information regarding programs, process and distribute written materials, perform clerical duties, take payments and registration. Any additional duties as needed for the effectiveness of the center.
- Qualifications:
- Computer literate. Knowledge of RecTrac system is preferred
 - Must have a thorough knowledge of Microsoft word, Excel and Publisher
 - Ability to type at least 35+ wpm
 - Ability to create flyers, brochures and marketing materials from scratch
 - Ability to work quickly and effectively under time restrictions and deadlines
 - _Ability to follow directions and adapt to last minute changes as needed
 - Must have excellent customer service and great phone etiquette
 - Responsible, reliable and professional
 - Enforces and supports city policy, procedures, guidelines and trainings
 - Ability to multi-task and work as part of a team
- To Apply: Email resume to the following:
- Email: winnetka.recreationcenter@lacity.org
Subject: Office Hours
- Last Day to Apply: **November 17, 2017**